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SIXTEENTH ANNUAL REPORT

OF THE

CIVIL SERVICE COMMISSIONERS

OF

MASSACHUSETTS.

NOVEMBER 21, 1899.

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CONTENTS.

	PAGE
REPORT,	5
Amendments to Rules,	8–13
Appointments,	6, 7
Examinations,	5
Labor Service,	7
APPENDIX,	17
Application and Examination Papers,	116, 164
Civil Service Law and Amendments,	55, 70
Forms for appointing Officers,	169
General Regulations,	99–108
Governor's Veto Message,	70–72
Instructions to Applicants,	171
Officers of the Department, and Examiners,	112–115
Report of Chief Examiner and Secretary,	17–34
Report of Registrar of Labor, Boston,	35–39
Report of Registration Clerk, Cambridge,	40–42
Report of Registration Clerk, Everett,	49–50
Report of Registration Clerk, New Bedford,	43–45
Report of Registration Clerk, Newton,	46–48
Report of Registration Clerk, Worcester,	51–54
Rules and Amendments,	73–98
Special Instructions to Examiners,	165
Special Regulations,	109–111
Veterans' Exemption Law,	65–67

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Commonwealth of Massachusetts.

To the Honorable the Senate and House of Representatives in General Court assembled.

Pursuant to the provisions of section 2 of chapter 320 of the Acts of the Legislature for 1884, the Civil Service Commissioners have the honor to submit their sixteenth annual report, covering the period from Oct. 1, 1898, to Oct. 1, 1899.

In May of this year Commissioner Arthur Lord resigned his office as commissioner, and Hon. Charles H. Porter of Quincy was appointed to fill the vacancy, and assumed the duties of the office on May 12, and upon the expiration of the term in July was duly re-appointed and qualified.

During the year included in this report, 182 examinations of applicants in the first division of the classified service have been held under the rules, as follows: —

General competitive examinations, ...	119
Special competitive examinations, ...	1
Non-competitive examinations, ...	62

While it has been possible to reduce by 3 the number of non-competitive examinations from the number the previous year, the reasons for such exceptional form of examination remain as before. More than one half, or 33, were for promotion, where the rules provide such examination. There were 22 cases of examination for plumbing inspectors, under chapter 455 of the Acts of 1894. These officers are not classified under the rules, and are subject to examination only by virtue of section 5 of the act, providing that "All such inspectors shall before appointment be subjected to an examination before the Civil Service Commissioners." This requirement is construed to call only for a non-competitive examination, especially as the statute limits the right of appointment to practical plumbers of at least five years' continued practical experience, either as masters or as journeymen, during the years next preceding the date of appointment.

The remaining 7 non-competitive examinations were mostly in cases where there was no eligible list, and little if any chance of procuring one. The reason in each case is stated in the report of the secretary and chief examiner, published in the Appendix. The commissioners consider that the system provided by the civil service act contemplates appointment in the classified service by competitive examination in all possible cases; and in enforcing this construction they have declined to allow non-competitive examination, except where provided by law or justified by necessity.

During the official year, 2,666 persons were examined for positions in the classified public service. Of this number, 2,074 were men, including 52 veterans of the civil war, and 592 were female applicants.

Of the persons examined, 1,473 passed the examination and had their names placed upon the appropriate eligible lists. Of the applicants examined, 2,616 had a school education and 50 had attended college.

Of those upon the eligible lists, 449 were duly appointed to the public service, of whom 397 were male and 52 female citizens; 10 were veterans under the present law and rules. In addition to these appointments, 41 unexamined veterans were appointed under the veteran exemption provisions of chapter 517 of the act of 1896.

The average age of persons examined was about thirty-eight years.

Since the last report of the commissioners the following-named cities have accepted the provisions of chapter 314 of the Acts of 1896, and established reserve police forces: —

Brockton,	January, 1899.
North Adams,	January, 1899.
New Bedford,	February, 1899.
Fitchburg,	April, 1899.

Each of the following cities now has a reserve police force: —

Boston,	Fitchburg,	Newton,
Brockton,	Gloucester,	New Bedford,
Cambridge,	Lowell,	North Adams,
Chelsea,	Lynn,	Salem,
Chicopee,	Marlborough,	Somerville.

The Labor Service.

Under chapter 328 of the Acts of 1897, it was provided that applicants for the labor service should be allowed to register to the number of 500, on the first Mondays of February, May, August and November in each year. Compliance with the provisions of this act made little change in the number of applicants and method of registration; and, in further recognition of its intention, the commissioners, in December, voted that, after Jan. 1, 1899, the registration of laborers in Boston should be kept open the morning of every week-day except Saturday. This system has been enforced since January, and without detriment to the labor service. The increase in registration under it has been less than 10 per cent.

The classified labor service includes the cities of Boston, Cambridge, New Bedford, Newton, Everett and Worcester.

In Boston, 4,643 men were registered during the year, of whom 172 were veteran soldiers or sailors. There were 296 requisitions for labor service received, and 1,022 persons were certified. Of those certified, 158 were veterans entitled to the preference established by law. The number employed upon the certifications made was 533.

In Cambridge, the number registered for the labor service was 737, including 31 veterans. Thirty-five requisitions were received, upon which 596 names were certified, of whom 27 were veterans. Under these certifications 328 men were employed, including 23 veterans.

In New Bedford, 236 men were registered, including 9 veterans. There were 29 requisitions, upon which 199 men, including 9 veterans, were certified, and 108 employed, of whom 5 were veterans.

In Newton, the number registered was 80; the number of requisitions, 4; the number of men certified, 40, of whom 10 were employed. No veterans were registered.

In Everett, 187 men were registered. Seven requisitions were received and 167 men were certified, of whom 71, including 1 veteran, were employed.

In Worcester, 1,318 men were registered, including 13 veterans; 50 requisitions were made and 1,144 men were certified, including 13 veterans. Of this number, 911, including 6 veterans, were employed.

Amendments to the Rules.

Certain amendments to the civil service rules have been adopted by the commissioners, with the approval of the Governor and Council, and will go into effect Feb. 1, 1900. Pursuant to the requirement of the civil service act, they are herewith in the Appendix reported to the General Court.

The changes made and the reasons therefor are these: —

Amendment I. — This amendment is a new draft of Rule VI., classifying the public service included under the rules. A few substantial changes are made in the classification, and some formal changes in language are made for greater clearness. The changes made advisable a re-draft of the rule.

The substantial changes are as follows: —

(1) Schedule A, clause 2, is amended by beginning with a general enumeration of the classes of officers included in this schedule, and this is done to remove any doubt whether the present provision in class 1 of the schedule, that the persons named are within the classification, whether paid by time, or for the work done, or by the piece, applies to all the classes in the schedule. This was the intention of the rule, and has been so construed. The amendment makes clear that there is no distinction in this regard between the several classes in Schedule A, and prevents confusion or question in construing the present rule.

(2) In class 3 of Schedule A, the word "visitors" is added, to make clear that agents, almoners or inspectors, under the sometimes-used term "visitors," are intended to be included. This has always been so held by the commissioners and generally recognized, but the insertion of the title will remove any possible doubt.

(3) In class 5 of Schedule A, after the word "messenger," the words "office boys over sixteen years of age" are added. This is also to remove any doubt regarding the construction of the term "messengers." Such office boys have always been regarded as messengers, and now it is expressly so provided.

The more important amendment to this class 5 is striking out the limitation of the messenger service to the cities.

By this amendment the classification is extended equally to the messengers employed in the departments of the Commonwealth. Messengers of the Legislature, or of any officer of the Legislature, are exempted from the rules by statute. The exemption of the messengers of the Governor is made, as they may stand in a different relation to the Governor than do the messengers employed in the departments and institutions. The added classification will therefore be confined to the latter, and the commissioners see no reason why these messengers should not be placed upon the same basis and under the same protection as the messengers in city departments. The duties require the same qualifications, which can be equally well tested. Moreover, the inclusion of State messengers will give to soldier applicants the benefit of the veteran preference and exemption in a class of service for which it seems to the commissioners that the veteran, at his present age, is probably better qualified than for branches of the public service requiring harder work and greater physical qualification.

In Schedule B of Rule VI., persons doing police duty in the parks and public grounds are expressly included in class 1. Such officers have always been regarded and appointed under the existing class 1 as persons doing police duty in a public "institution" or "department." To prevent any doubt as to the correctness of this construction and action, the inclusion is now made in express words.

In class 3 (clause c), the word "reserve" is added to the "regular police force" in cities outside of Boston. This is merely a recognition of and conformity to recent statutes allowing cities to establish reserve forces. This had been done with the Boston force in class 4, and for the same reason the reserve officers of other cities are now entitled to similar classification. They then pass from the reserve into the regular force without further examination or certification.

In class 6 (foremen and sub-foremen of laborers), the limitation to the city service is stricken out, and thereby it is extended to the similar service of the Commonwealth. Much work requiring mechanical labor and supervision is now done by departments or commissions of the Commonwealth, especially in the metropolitan park, water and sew-

erage commissions; and there is no reason why the foremen and sub-foremen of such public work should not be appointed under the rules, and have their qualifications tested in a similar way to those in municipal employment. This is especially true in view of the fact that, under class 7, all inspectors of work are already included in the classification. The duties and qualifications are sufficiently similar to justify the application of the same method of employment and tenure.

In class 12, the exception of "chief superintendents of departments" is inserted. While the commissioners have held that the head of a department or institution was not included, the question has been raised, and, if brought before the court, the ruling might be declared wrong. It was necessary in the classification to use the word "superintendent," to prevent appointment of sub-officers in all kinds and degrees of service under that designation; but it is not deemed advisable to include the head of a department or institution (such, for instance, as the superintendent of an almshouse, or the chief superintendent or officer of a commission or board); and the commissioners, therefore, deem it expedient to make an express exemption from the classification by the exemption *eo nomine* of "chief superintendents." Any question of distinction or construction will be less difficult than under the former rules.

In class 13, the word "surveyors" is added after "civil engineers." It was originally intended to include surveyors, and it was supposed that this was done by use of the word "engineers." As some doubt has been expressed, it can best be removed by express enumeration. There is no reason why all the other branches of engineering service should be included, and this alone excepted.

The other changes in this schedule are merely verbal, and make no change in the application or construction of the present rules.

Amendment II. — Rule X., article 2 (clause a), is amended by providing a requested age limit for park police officers. The limit is fixed at not less than twenty-five nor over forty years of age. This follows nearly the age limit for police officers of cities outside of Boston. There is no pension in this branch of the service, and the commissioners are of

opinion that the minimum age, in a service where the officer must especially exercise discretion, can properly be fixed at twenty-five years. Veterans are exempted from any requirement as to age.

Amendment III. — Rule XIV. is amended to allow a person to apply at the same time for two classes of the public classified service. The present rule forbids this. The commissioners consider that the amendment can be safely made, and it is in accord with a recent amendment to the national civil service rules. Veterans can apply for all or any number of the classes.

Amendment IV. — Rule XXI., article 1, is amended to remove any question as to the right of the commissioners to subdivide any class for the purpose of examination. It often happens that different or special qualifications are called for in the same class; and, to meet the requirement, the commissioners should have the right to prepare the appropriate scheme of examination within the class. The amendment removes any doubt regarding this power.

Amendment V. — Rule XXIV. is amended by adding article 4 to allow the restoration to the eligible list of the name of a person appointed and then suspended. Under the present rules, the appointment removes the name from the list, and, if the person is *bona fide* employed, the removal of the name would be necessary and proper. Cases have arisen, however, where names have been certified and a person appointed, then suspended, with the effect, whatever the motive, that his name is taken from the list, and upon a subsequent requisition names lower upon the list have to be certified. In this way it is within the power of the appointing officer to call for as many names as he sees fit, appoint and suspend, until the list is so exhausted that he can receive the certification and make the appointment of a favorite, anywhere, however low, upon the list. It is only fair to treat a person suspended as though not appointed, and the amendment allows his name, under such circumstances, with the provided time limit, to continue upon the list.

Amendment VI. — Rule XXVIII. is amended to remove any doubt of the right to certify from any list of eligibles upon a requisition. A requisition often specifies special qualifications; and, although the position is technically in a

certain class, it may often be as well or better filled by a certification of those examined in another class. Moreover, in some cases there may be no eligible list in one class, and a suitable eligible list in another. Messengers, for instance, can in many cases be properly certified from the list of clerks. It is considered that the discretion can be properly conferred upon the commissioners.

Amendment VII. — Rule XXXIV. is amended merely to extend the same right of transfer of a reserve police officer to the regular force in cities outside of Boston, as is now provided in the Boston police force. The reason is the same as expressed above regarding amendment 1 to Schedule B, class 3. (clause c).

Amendment VIII. — Rule XXXVIII. is repealed, as useless and misleading. The rule was adopted with the purpose of drawing a line based upon the compensation of engineers and school janitors, and messengers. The rule has been found to be unnecessary, as, if the compensation is too small to invite competition, the commissioners can allow a provisional appointment or a non-competitive examination; if the position and pay invite competition, then it can and should be filled in the same manner as similar positions with the higher pay. In view of possibility of transfer or increase of pay after appointment, the rule is difficult to enforce, and has failed in the intended purpose.

Amendment IX. — A new rule, numbered, for convenience in publication, Rule XXXVIII., is submitted, to provide that appointment without employment shall not remove the name certified from the eligible list. This is manifestly just to the person certified, and for the same reasons as stated in support of Amendment V.

Amendment X. — Rule XLII. is amended to allow the transfer of a person in one class of the first division of the service to another class, upon non-competitive examination, after a year of service in the former position. This gives to persons in the service a justified preference, and the time of service required in the former position prevents an appointment to one place merely to be transferred to another.

Amendment XI. — Rule XLIV., regulating the labor service, is amended by adding to the "laborers and mechanics" now specified "engineers and boys." There was some ques-

tion whether engineers were "mechanics," within the meaning of the classification, and the doubt is removed by the express designation. The word "boys" is added, to prevent the claim that boys are not laborers. The recognition of the employment of boys has been abused, and is liable to abuse. It is hard to ascertain the precise age of a laborer, or whether he is a boy or man. It is notorious that men even of advanced age have been employed without registration as "boys," and, as there is no registration of them or return of their employment, it is difficult to ascertain their employment, pay or age. The time has come when boys employed by the city (and very few would be employed legitimately) can properly be registered and certified. If the exceptional case should arise, where a boy, say of fifteen or sixteen years of age, was really needed, and there were none upon the list, a provisional appointment would be allowed, and no inconvenience to the city service could arise. Boys under fourteen years of age cannot in any event, under existing law, be employed except upon the conditions fixed by the statutes.

Amendment XII. — Clause 11 of Rule XLV. is amended by allowing transfers in the labor service only after three months' service in the former work. The present rule makes the time *two* months. The extension of time required is justified by the fact that there is in some departments a disposition to appoint laborers under a claim of certain required qualifications, not known to be possessed by applicants upon the registered list, and then appointing outside the list persons merely with the purpose of transfer to the general labor service. While the commissioners are not at present prepared to recommend the abolition of the right of transfer, they feel that the right has been in cases abused, and that it can properly be restricted to cases of persons who have actually and continuously been employed for three months in the work for which they were originally certified and employed.

CHAS. THEO. RUSSELL,
EDWARD P. WILBUR,
CHAS. H. PORTER,
Civil Service Commissioners.

Nov. 21, 1899.

APPENDIX.

APPENDIX.

EXAMINATIONS AND APPOINTMENTS.

From Oct. 1, 1898, to Sept. 30, 1899, inclusive, there were held for the State and Boston services 65 examinations, as follows: —

Competitive Examinations.

For State clerical service,	6	
For Boston clerical service,	4	
For State stenographer-typewriter service,	1	
For Boston stenographer-typewriter service,	2	
For Boston messenger service,	1	
For State prison service,	2	
For Boston prison service,	1	
For Boston fire service,	3	
For district police service,	1	
For Boston police service,	2	
For Boston foreman and sub-foreman service,	2	
For Boston inspection service,	4	
For Boston school janitor service,	1	
For Boston civil engineering service,	1	
	—	31

Special Competitive Examinations.

For Boston visitor service,	1	
	—	1

Non-competitive Examinations.

For State clerical service,	1	
For Boston clerical service,	2	
For State clerical promotion,	5	
For Boston clerical promotion,	5	
For State stenographer-typewriter service,	1	
For State prison service,	1	
For Boston prison service,	1	
For State prison promotion,	1	
For Boston prison promotion,	1	
For Boston fire promotion,	5	
For Boston police promotion,	1	
For Boston foreman service,	1	
For Boston inspection promotion,	1	
For Boston civil engineering promotion,	7	
	—	33

There have been held 117 examinations for original appointments and promotions in the clerical, stenographer-typewriter, prison, police, foreman, inspection, fire, janitor and civil engineering services of cities other than Boston, and for plumbing inspection service in cities and towns, under chapter 455, Acts of 1894, as follows: —

	Number of Examinations.	Number Examined.	
Andover: —			
Plumbing inspection service,	1	1	1
Belmont: —			
Plumbing inspection service,	1	1	1
Brookline: —			
Police service,	1	20	
Civil engineering service,	1	1	21
Cambridge: —			
Clerical service,	1	8	
Prison service,	1	10	
Police service,	1	33	
Fire service,	1	27	
School janitor service,	2	14	
Civil engineering service,	1	1	93
Chelsea: —			
Clerical service,	1	7	
Police service,	1	9	16
Chicopee: —			
Clerical service,	1	16	
Plumbing inspection service,	4	4	20
Everett: —			
Clerical service,	1	5	
Police service,	1	11	
Police promotion,	2	2	18
Fall River: —			
Clerical service,	1	16	
Police service,	1	32	48

	Number of Examinations.	Number Examined.	
Fitchburg: —			
Civil engineering service,	1	2	
			2
Gloucester: —			
Clerical service,	1	8	
Police service,	1	7	
Civil engineering service,	1	1	
			16
Haverhill: —			
Clerical service,	1	6	
Police service,	1	10	
			16
Holyoke: —			
Clerical service,	1	10	
Police service,	1	18	
Stenographer-typewriter service,	2	12	
Foreman service,	1	4	
			44
Lawrence: —			
Police service,	2	17	
Inspection service,	1	4	
			21
Lowell: —			
Clerical service,	2	17	
Stenographer-typewriter service,	1	6	
Police service,	1	41	
Sub-foreman promotion,	1	1	
Inspection service,	1	20	
			85
Lynn: —			
Clerical promotion,	1	1	
Police service,	1	22	
Inspection service,	1	15	
Civil engineering service,	1	2	
			40
Malden: —			
Police service,	1	27	
Civil engineering service,	1	1	
			28

	Number of Examinations.	Number Examined.	
Marlborough: —			
Clerical service,	1	7	
Inspection service,	1	22	
			29
Medford: —			
Clerical service,	1	4	
			4
New Bedford: —			
Clerical service,	1	18	
Police service,	1	45	
Foreman service,	1	7	
Civil engineering service,	1	1	
			71
Newburyport: —			
Police service,	1	5	
Police promotion,	1	1	
Plumbing inspection service,	4	4	
			10
Newton: —			
Police service,	1	14	
Police promotion,	1	1	
Inspection service,	1	14	
Civil engineering service,	2	3	
			32
North Adams: —			
Clerical service,	1	1	
Police service,	1	28	
Foreman service,	1	4	
Plumbing inspection service,	5	5	
Civil engineering service,	6	6	
			44
Pittsfield: —			
Clerical promotion,	1	1	
Sub-foreman service,	1	5	
Inspection service,	1	24	
Civil engineering service,	1	1	
			31
Quincy: —			
Clerical service,	1	3	
Foreman service,	1	2	
Inspection service,	2	10	
Civil engineering service,	1	2	
			17

	Number of Examinations.	Number Examined.	
Salem: —			
Clerical service,	1	7	
Police service,	1	7	
Foreman service,	1	1	
			15
Somerville: —			
Clerical service,	1	22	
Police service,	1	31	
Fire service,	1	11	
Civil engineering service,	2	2	
			66
Springfield: —			
Clerical service,	2	14	
Stenographer-typewriter service,	2	8	
Police service,	1	22	
Inspection service,	1	12	
Civil engineering service,	2	2	
			58
Taunton: —			
Civil engineering service,	1	1	
			1
Waltham: —			
Clerical service,	1	7	
			7
Ware: —			
Plumbing inspection service,	1	1	
			1
Winchester: —			
Plumbing inspection service,	1	1	
			1
Woburn: —			
Plumbing inspection service,	5	5	
			5
Worcester: —			
Clerical service,	1	57	
Police service,	1	83	
Foreman service,	1	10	
Inspection service,	1	33	
Civil engineering service,	2	7	
			190
			1,052

The whole number of persons examined for original appointments and promotions in the first division is as follows: —

For clerical service,	995	
For clerical promotion,	12	
For plumbing inspection service in cities and towns,	22	
For stenographer-typewriter service,	92	
For messenger service,	33	
For prison service,	131	
For prison promotion,	2	
For fire service,	237	
For fire promotion,	5	
For district police service,	32	
For police service,	616	
For police promotion,	5	
For foreman and sub-foreman service,	68	
For sub-foreman promotion,	1	
For inspection service,	294	
For inspection promotion,	1	
For school janitor service,	47	
For civil engineering service,	66	
For civil engineering promotion,	7	
		2,666

The whole number passed is as follows: —

For clerical service, 524, or 52.67 per cent. of those examined.
For clerical promotion, 7, or 58.34 per cent. of those examined.
For plumbing inspection service in cities and towns, 10, or 45.46 per cent. of those examined.
For stenographer-typewriter service, 47, or 51.09 per cent. of those examined.
For messenger service, 3, or 9.10 per cent. of those examined.
For prison service, 78, or 59.55 per cent. of those examined.
For prison promotion, 2, or 100 per cent. of those examined.
For fire service, 108, or 45.57 per cent. of those examined.
For fire promotion, 5, or 100 per cent. of those examined.
For district police service, 14, or 43.75 per cent. of those examined.
For police service, 366, or 59.42 per cent. of those examined.
For police promotion, 5, or 100 per cent. of those examined.
For foreman and sub-foreman service, 53, or 77.95 per cent. of those examined.
For sub-foreman promotion, 1, or 100 per cent. of those examined.
For inspection service, 164, or 55.79 per cent. of those examined.
For inspection promotion, 1, or 100 per cent. of those examined.
For school janitor service, 28, or 59.58 per cent. of those examined.
For civil engineering service, 51, or 77.28 per cent. of those examined.
For civil engineering promotion, 6, or 85.72 per cent. of those examined.

The whole number appointed from those examined is as follows: —

In the clerical service,	64	
By promotion in the clerical service,	7	
In the plumbing inspection service in cities and towns,	8	
In the stenographer-typewriter service,	18	
In the prison service,	33	
By promotion in the prison service,	2	
In the fire service,	49	
By promotion in the fire service,	10	
In the district police service,	1	
In the police service,	126	
By promotion in the police service,	11	
In the draw-tender and assistant drawer-tender service,	4	
In the foreman and sub-foreman service,	16	
By promotion in the sub-foreman service,	1	
In the inspection service,	63	
By promotion in the inspection service,	4	
In the school janitor service,	3	
In the civil engineering service,	23	
By promotion in the civil engineering service,	6	
		449

The average age of all the persons examined is about thirty-eight years.

Of the 1,473 persons who passed the examinations, 38 were college educated.

The whole number of veterans who passed examinations for original appointment is 26; the whole number of original appointments of examined veterans is 10.

The whole number of unexamined veterans appointed is 41.

Following are the figures on which this statement is based: —

Commonwealth Service.

	Number of Examinations.			Number Examined.			Number Passed.			Number Appointed from Those Examined.			Number of Unexamined Veterans appointed.	Average Age of Those Passed.			Average Age of Those Failed.			Education of Those Passed.		Education of Those Failed.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
State clerical service,	6	-	1	185	11	254	73	4	154	-	2	6	2	25.63	54.25	25.56	26.80	56.43	24.34	220	11	214	5
State clerical promotion,	-	-	5	5	-	-	1	-	-	1	-	-	-	21.00	-	-	22.75	-	-	1	-	4	-
State stenographer-typewriter service.	1	-	1	5	-	21	1	-	14	1	-	9	-	36.00	-	25.00	21.25	-	25.43	15	-	11	-
State prison service,	2	-	1	101	7	-	57	3	-	18	2	-	2	31.40	55.33	-	32.16	57.75	-	60	-	48	-
State prison promotion,	-	-	1	1	-	-	1	-	-	1	-	-	-	30.00	-	-	-	-	-	1	-	-	-
District police service,	1	-	-	22	10	-	11	3	-	-	1	-	1	42.73	54.00	-	37.63	55.43	-	14	-	18	-
State inspection service,	-	-	-	-	-	-	-	-	-	16	-	-	1	-	-	-	-	-	-	-	-	-	-
State inspection promotion,	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-
	10	-	9	319	28	275	144	10	168	40	5	15	6	31.13	54.53	25.28	28.12	56.54	24.89	311	11	295	5
	19			622			322			60			6	36.98			36.52			322		300	

Boston Service.

Boston clerical service, . . .	4	1	2	223	4	85	75	-	42	17	-	1	6	26.65	-	25.14	28.92	56.00	22.42	115	2	192	3
Boston clerical promotion, . .	-	-	5	3	-	2	2	-	2	2	-	2	-	33.50	-	32.00	53.00	-	-	4	-	1	-
Boston stenographer-typewriter service.	2	-	-	7	-	33	4	-	17	4	-	2	-	23.50	-	25.00	23.67	-	21.56	21	-	19	-
Boston messenger service, . .	1	-	-	33	-	-	3	-	-	-	-	-	1	29.00	-	-	29.07	-	-	3	-	30	-
Boston prison service, . . .	1	-	1	12	1	-	8	1	-	5	-	-	4	39.63	57.00	-	45.50	-	-	9	-	4	-
Boston prison promotion, . . .	-	-	1	1	-	-	1	-	-	1	-	-	-	30.00	-	-	-	-	-	1	-	-	-
Boston fire service, ...	3	-	-	199	-	-	81	-	-	32	-	-	-	24.23	-	-	25.00	-	-	81	-	118	-
Boston fire promotion, . . .	-	-	5	5	-	-	5	-	-	6	-	-	-	35.60	-	-	-	-	-	5	-	-	-
Boston police service, . . .	2	-	-	134	-	-	69	-	-	27	-	-	-	27.88	-	-	28.80	-	-	69	-	65	-
Boston police promotion, . . .	-	-	1	1	-	-	1	-	-	7	-	-	-	34.00	-	-	-	-	-	1	-	-	-
Boston draw-tender service, . .	-	-	-	-	-	-	-	-	-	2	-	-	1	-	-	-	-	-	-	-	-	-	-
Boston foreman and sub-foreman service.	2	-	1	34	1	-	25	1	-	10	-	-	1	38.36	56.00	-	41.67	-	-	26	-	9	-
Boston inspection service, . .	4	-	-	138	2	-	64	1	-	34	1	-	3	32.44	51.00	-	34.78	57.00	-	65	-	75	-
Boston inspection promotion, . .	-	-	1	1	-	-	1	-	-	1	-	-	-	30.00	-	-	-	-	-	1	-	-	-
Boston school janitor service, . .	1	-	-	30	2	1	19	2	-	1	-	-	3	37.21	53.50	-	44.55	-	39.00	21	-	12	-
Boston civil engineering service, .	1	-	-	33	-	-	26	-	-	10	-	-	-	22.89	-	-	22.00	-	-	19	7	7	-
Boston civil engineering promotion,	-	-	7	7	-	-	6	-	-	6	-	-	-	29.00	-	-	25.00	-	-	6	-	1	-
	21	1	24	861	10	121	390	5	61	165	1	5	19	30.87	54.38	27.38	33.50	56.50	27.66	447	9	533	3
	46			992			456			171			19	37.54			39.22			456		536	

CLERICAL, STENOGRAPHER-TYPEWRITER, PRISON, DRAW-TENDER, FOREMAN, INSPECTION, FIRE, JANITOR, AND CIVIL ENGINEERING SERVICES, CITIES OTHER THAN BOSTON, AND TOWNS, UNDER CHAPTER 455, ACTS OF 1894.

	Number of Examinations.		Number examined.			Number passed.			Number appointed from those examined.			Number of Unexamined Veterans appointed.	Average Age of those passed.			Average Age of those failed.			Education of those passed.		Education of those failed.	
	General Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Andover, plumbing inspection,	-	1	1	-	-	1	-	-	1	-	-	-	30.00	-	-	-	-	-	1	-	-	-
Belmont, plumbing inspection,	-	1	-	1	-	-	1	-	-	1	-	-	-	58.00	-	-	-	-	1	-	-	-
Brookline, fire,	-	-	-	-	-	-	-	-	11	-	-	-	-	-	-	-	-	-	-	-	-	-
Brookline, civil engineering,	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	19.00	-	-	-	-	1	-
Cambridge, clerical,	1	-	1	-	7	1	-	7	-	-	3	-	19.00	-	21.43	-	-	-	8	-	-	-
Cambridge, prison,	1	-	10	-	-	9	-	-	7	-	-	-	29.78	-	-	44.00	-	-	9	-	1	-
Cambridge, draw-tender,	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Cambridge, fire,	1	-	27	-	-	21	-	-	4	-	-	-	28.14	-	-	28.17	-	-	21	-	6	-
Cambridge, fire promotion,	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Cambridge, school janitor,	2	-	13	1	-	6	1	-	2	-	-	1	33.17	59.00	-	44.71	-	-	7	-	7	-
Cambridge, civil engineering,	1	-	1	-	-	1	-	-	1	-	-	-	28.00	-	-	-	-	-	-	1	-	-
Chelsea, clerical,	1	-	1	-	6	-	-	4	-	-	2	-	-	-	19.50	21.00	-	21.50	3	1	3	-
Chicopee, clerical,	1	-	-	-	16	-	-	13	-	-	-	-	-	-	21.31	-	-	26.00	13	-	3	-
Chicopee, plumbing inspection,	-	4	4	-	-	1	-	-	1	-	-	-	32.00	-	-	27.33	-	-	1	-	3	-
Everett, clerical,	1	-	-	-	5	-	-	4	-	-	1	-	-	-	27.75	-	-	20.00	4	-	1	-

Fall River, clerical,	1	-	13	-	3	7	-	2	1	-	-	-	20.29	-	19.00	25.67	-	24.00	9	-	7	-
Fall River, prison,	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Fitchburg, clerical,	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Fitchburg, civil engineering,	1	-	2	-	-	-	-	-	-	-	-	-	-	-	-	23.00	-	-	-	-	2	-
Gloucester, clerical,	1	-	1	-	7	-	-	5	-	-	2	-	-	-	22.80	18.00	-	20.00	5	-	3	-
Gloucester, civil engineering,	1	-	1	-	-	1	-	-	-	-	-	-	19.00	-	-	-	-	-	1	-	-	-
Haverhill, clerical,	1	-	1	-	5	1	-	4	-	-	1	-	19.00	-	28.25	-	-	21.00	5	-	1	-
Holyoke, clerical,	1	-	4	-	6	2	-	5	-	-	-	-	33.50	-	20.80	29.00	-	19.00	7	-	3	-
Holyoke, stenographer-typewriter,	2	-	-	-	12	-	-	6	-	-	-	-	-	-	21.00	-	-	23.50	6	-	6	-
Holyoke, foreman,	1	-	4	-	-	3	-	-	-	-	-	-	29.00	-	-	47.00	-	-	3	-	1	-
Lawrence, foreman,	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-
Lawrence, inspection,	1	-	4	-	-	3	-	-	1	-	-	-	28.33	-	-	30.00	-	-	3	-	1	-
Lowell, clerical,	2	-	8	-	9	3	-	5	-	-	1	2	19.67	-	21.00	28.20	-	21.75	8	-	9	-
Lowell, stenographer-typewriter,	1	-	2	-	4	-	-	3	-	-	1	-	-	-	23.67	17.50	-	21.00	3	-	3	-
Lowell, sub-foreman promotion,	-	1	1	-	-	1	-	-	1	-	-	-	37.00	-	-	-	-	-	1	-	-	-
Lowell, inspection,	1	-	20	-	-	16	-	-	-	-	-	1	31.25	-	-	39.25	-	-	16	-	4	-
Lynn, clerical promotion,	-	1	1	-	-	1	-	-	1	-	-	-	33.00	-	-	-	-	-	-	1	-	-
Lynn, prison,	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Lynn, inspection,	1	-	13	2	-	5	2	-	-	-	-	-	41.60	56.50	-	44.75	-	-	6	1	8	-
Lynn, civil engineering,	1	-	2	-	-	2	-	-	1	-	-	-	22.50	-	-	-	-	-	1	1	-	-
Malden, clerical,	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Malden, civil engineering,	1	-	1	-	-	1	-	-	1	-	-	-	40.00	-	-	-	-	-	1	-	-	-
Marlborough, clerical,	1	-	7	-	-	6	1	-	-	-	-	-	21.50	58.00	-	-	-	-	7	-	-	-
Marlborough, inspection,	1	-	21	1	-	14	-	-	1	-	-	-	32.07	-	-	35.71	55.00	-	13	1	8	-
Medford, clerical,	1	-	-	-	4	-	-	4	-	-	2	-	-	-	24.50	-	-	-	4	-	-	-
New Bedford, clerical,	1	-	7	-	11	3	-	10	2	-	-	-	39.67	-	25.00	36.75	-	48.00	13	-	5	-
New Bedford, foreman,	1	-	7	-	-	7	-	-	-	-	-	1	41.71	-	-	-	-	-	7	-	-	-
New Bedford, civil engineering,	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	22.00	-	-	-	-	1	-

Clerical, Stenographer-typewriter, Prison, Draw-tender, Foreman, etc. — Concluded.

	Number of Examinations.		Number examined.			Number passed.			Number appointed from those examined.			Number of Unexamined Veterans appointed.	Average Age of those passed.			Average Age of those failed.			Education of those passed.		Education of those failed.	
	General Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Newburyport, plumbing inspection,	-	4	4	-	-	1	-	-	1	-	-	-	47.00	-	-	34.00	-	-	1	-	3	-
Newton, clerical,	-	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-
Newton, stenographer-typewriter,	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Newton, prison,	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Newton, inspection,	1	-	13	1	-	10	1	-	-	-	-	-	36.80	55.00	-	44.67	-	-	7	4	3	-
Newton, civil engineering,	2	-	3	-	-	3	-	-	-	-	-	-	19.67	-	-	-	-	-	2	1	-	-
North Adams, clerical,	1	-	-	-	1	-	-	1	-	-	1	1	-	-	32.00	-	-	-	1	-	-	-
North Adams, foreman,	1	-	4	-	-	3	-	-	2	-	-	-	30.00	-	-	33.00	-	-	3	-	1	-
North Adams, plumbing inspection,	-	5	5	-	-	3	-	-	2	-	-	-	31.33	-	-	34.50	-	-	3	-	2	-
North Adams, civil engineering,	1	-	6	-	-	5	-	-	3	-	-	-	23.20	-	-	28.00	-	-	5	-	1	-
Pittsfield, clerical promotion,	-	1	1	-	-	1	-	-	1	-	-	-	31.00	-	-	-	-	-	1	-	-	-
Pittsfield, sub-foreman,	1	-	5	-	-	5	-	-	2	-	-	-	35.20	-	-	-	-	-	5	-	-	-
Pittsfield, inspection,	1	-	21	3	-	12	3	-	-	1	-	-	25.38	58.00	-	28.22	-	-	15	-	9	-
Pittsfield, civil engineering,	1	-	1	-	-	1	-	-	-	-	-	-	24.00	-	-	-	-	-	1	-	-	-
Quincy, clerical,	1	-	-	-	3	-	-	3	-	-	2	-	-	-	33.67	-	-	-	3	-	-	-
Quincy, foreman,	1	-	2	-	-	1	-	-	-	-	-	-	27.00	-	-	54.00	-	-	1	-	1	-
Quincy, inspection,	2	-	7	3	-	5	1	-	2	1	-	-	38.40	58.00	-	31.00	63.50	-	6	-	4	-
Quincy, civil engineering,	1	-	2	-	-	2	-	-	1	-	-	-	20.50	-	-	-	-	-	2	-	-	-

Salem, clerical,	1	-	1	-	6	1	-	6	-	-	2	-	19.00	-	24.17	-	-	-	6	1	-	-
Salem, foreman,	1	-	1	-	-	1	-	-	1	-	-	-	33.00	-	-	-	-	-	1	-	-	-
Somerville, clerical,	1	-	3	-	19	3	-	15	1	-	4	-	33.00	-	22.00	-	-	23.50	17	1	4	-
Somerville, fire,	1	-	11	-	-	6	-	-	2	-	-	-	30.33	-	-	26.60	-	-	6	-	5	-
Somerville, civil engineering,	2	-	2	-	-	1	-	-	-	-	-	-	34.00	-	-	38.00	-	-	-	1	-	1
Springfield, clerical,	2	-	-	-	14	-	-	10	-	-	3	-	-	-	23.20	-	-	25.50	9	1	4	-
Springfield, stenographer-typewriter,	2	-	-	-	8	-	-	2	-	-	-	-	-	-	25.00	-	-	24.67	2	-	5	1
Springfield, inspection,	1	-	12	-	-	7	-	-	1	-	-	-	27.71	-	-	31.40	-	-	7	-	5	-
Springfield, civil engineering,	2	-	2	-	-	1	-	-	-	-	-	-	24.00	-	-	18.00	-	-	1	-	-	1
Taunton, civil engineering,	1	-	1	-	-	1	-	-	-	-	-	-	18.00	-	-	-	-	-	1	-	-	-
Waltham, clerical,	1	-	-	-	7	-	-	7	-	-	1	-	-	-	25.28	-	-	-	7	-	-	-
Ware, plumbing inspection,	-	1	1	-	-	1	-	-	1	-	-	-	33.00	-	-	-	-	-	1	-	-	-
Winchester, plumbing inspection,	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	48.00	-	-	-	-	1	-
Woburn, plumbing inspection,	-	5	5	-	-	2	-	-	1	-	-	-	31.00	-	-	38.33	-	-	2	-	3	-
Worcester, clerical,	1	-	14	-	43	10	-	33	2	-	4	-	24.70	-	23.36	27.00	-	20.00	41	2	13	1
Worcester, foreman,	1	-	10	-	-	7	-	-	1	-	-	-	39.86	-	-	52.30	-	-	7	-	3	-
Worcester, inspection,	1	-	33	-	-	20	-	-	5	-	-	-	24.80	-	-	24.77	-	-	20	-	13	-
Worcester, civil engineering,	2	-	7	-	-	6	-	-	6	-	-	-	25.33	-	-	18.00	-	-	4	2	1	-
	67	25	358	12	196	235	10	149	80	3	32	11	29.34	57.50	24.03	32.18	59.25	23.96	375	19	168	4
	92		566			394			115			11	36.96			38.46			394		172	

Police Service, Cities other than Boston.

	Number of Examinations.		Number Examined.		Number Passed.		Number appointed from Those Examined.		Number of Unexamined Veterans appointed.	Average Age of Those Passed.		Average Age of Those Failed.		Education of Those Passed.		Education of Those Failed.	
	General Competitive.	Non-competitive.	Male Civilians.	Veterans.	Male Civilians.	Veterans.	Male Civilians.	Veterans.		Male Civilians.	Veterans.	Male Civilians.	Veterans.	Common School.	College.	Common School.	College.
Brockton,	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-
Brookline,	1	-	20	-	15	-	-	-	-	26.73	-	24.40	-	15	-	5	-
Cambridge,	1	-	33	-	24	-	5	-	-	27.46	-	29.78	-	24	-	9	-
Chelsea,	1	-	9	-	6	-	-	-	-	29.17	-	30.00	-	6	-	3	-
Everett,	1	-	11	-	8	-	11	-	-	31.13	-	27.33	-	8	-	3	-
Everett, promotion,	-	2	2	-	2	-	2	-	-	32.00	-	-	-	2	-	-	-
Fall River,	1	-	32	-	10	-	2	-	-	28.60	-	28.86	-	10	-	22	-
Fitchburg,	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-	-
Gloucester,	1	-	7	-	4	-	4	-	-	28.50	-	33.33	-	4	-	3	-
Haverhill,	1	-	10	-	10	-	-	-	-	29.80	-	-	-	10	-	-	-
Holyoke,	1	-	18	-	14	-	-	-	1	28.50	-	29.00	-	14	-	4	-
Lawrence,	2	-	17	-	13	-	6	-	-	30.38	-	31.00	-	13	-	4	-
Lowell,	1	-	41	-	24	-	1	-	-	30.29	-	27.71	-	24	-	17	-
Lynn,	1	-	22	-	19	-	5	-	-	28.63	-	26.33	-	19	-	3	-

Lynn, promotion,	-	-	-	-	-	-	-	-	1	-		-	-	-	-	-	-
Malden,	1	-	27	-	20	-	12	-	-	28.15	-	28.71	-	20	-	7	-
Marlborough,	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
New Bedford,	1	-	44	1	29	-	27	-	-	29.21	-	31.67	60.00	29	-	16	-
Newburyport,	1	-	5	-	5	-	4	1	1	30.80	-	-	-	5	-	-	-
Newburyport, promotion,	-	1	1	-	1	-	1	-	-	38.00	-	-	-	1	-	-	-
Newton,	1	-	14	-	11	-	1	-	-	27.00	-	32.33	-	11	-	3	-
Newton, promotion,	-	1	1	-	1	-	1	-	-	46.00	-	-	-	1	-	-	-
North Adams,	1	-	28	-	13	-	6	-	-	29.31	-	29.80	-	13	-	15	-
Northampton,	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-
Salem,	1	-	7	-	5	-	-	-	-	26.00	-	29.50	-	5	-	2	-
Somerville,	1	-	31	-	23	-	4	-	-	30.04	-	30.75	-	23	-	8	-
Springfield,	1	-	21	1	15	1	3	-	-	30.13	56.00	27.33	-	16	-	6	-
Worcester,	1	-	83	-	28	-	2	-	-	27.93	-	30.58	-	28	-	55	-
	21	4	484	2	300	1	102	1	5	30.16	56.00	29.36	60.00	301	-	185	-
	25		486		301		103		5	43.08		44.68		301		185	

Summary.

	Number of Examinations.			Number Examined.			Number Passed.			Number Appointed from Those Examined.			Number of Unexamined Veterans appointed.	Average Age of Those Passed.			Average Age of Those Failed.			Education of Those Passed.		Education of Those Failed.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians	Veterans.	Females.	Male Civilians.	Veterans.	Females		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
State clerical service,	6	-	1	185	11	254	73	4	154	-	2	6	2	25.63	54.25	25.56	26.80	56.43	24.34	220	11	214	5
State clerical promotion,	-	-	5	5	-	-	1	-	-	1	-	-	-	21.00	-	-	22.75	-	-	1	-	4	-
Boston clerical service,	4	1	2	223	4	85	75	-	42	17	-	1	6	26.25	-	25.14	28.92	56.00	22.42	115	2	192	3
Boston clerical promotion,	-	-	5	3	-	2	2	-	2	2	-	2	-	33.50	-	32.00	53.00	-	-	4	-	1	-
Other cities, clerical service,	21	-	-	61	-	172	37	1	138	8	-	30	4	23.93	58.00	24.17	26.52	-	24.19	170	6	56	1
Other cities, clerical promotion,	-	-	2	2	-	-	2	-	-	2	-	-	-	32.00	-	-	-	-	-	1	1	-	-
State stenographer-typewriter service.	1	-	1	5	-	21	1	-	14	1	-	9	-	36.00	-	25.00	21.25	-	25.43	15	-	11	-
Boston stenographer - typewriter service.	2	-	-	7	-	33	4	-	17	4	-	2	-	23.50	-	25.00	23.67	-	21.56	21	-	19	-
Other cities, stenographer - typewriter service.	5	-	-	2	-	24	-	-	11	-	-	2	-	-	-	23.22	17.50	-	23.06	11	-	14	1
Boston messenger service,	1	-	-	33	-	-	3	-	-	-	-	-	1	29.00	-	-	29.07	-	-	3	-	30	-
State prison service,	2	-	1	101	7	-	57	3	-	18	2	-	2	31.40	55.33	-	32.16	57.75	-	60	-	48	-
State prison promotion,	-	-	1	1	-	-	1	-	-	1	-	-	-	30.00	-	-	-	-	-	1	-	-	-
Boston prison service,	1	-	1	12	1	-	8	1	-	5	-	-	4	39.63	57.00	-	45.50	-	-	9	-	4	-
Boston prison promotion,	-	-	1	1	-	-	1	-	-	1	-	-	-	30.00	-	-	-	-	-	1	-	-	-
Other cities, prison service,	1	-	-	10	-	-	9	-	-	8	-	-	2	29.78	-	-	44.00	-	-	9	-	1	-
Boston fire service,	3	-	-	199	-	-	81	-	-	32	-	-	-	24.23	-	-	25.00	-	-	81	-	118	-
Boston fire promotion,	-	-	5	5	-	-	5	-	-	6	-	-	-	35.60	-	-	-	-	-	5	-	-	-
District police service,	1	-	-	22	10	-	11	3	-	-	1	-	1	42.73	54.00	-	37.63	55.43	-	14	-	18	-
Boston police service,	2	-	-	134	-	-	69	-	-	27	-	-	-	27.88	-	-	28.80	-	-	69	-	65	-
Boston police promotion,	-	-	1	1	-	-	1	-	-	7	-	-	-	34.00	-	-	-	-	-	1	-	-	-
Other cities, police service,	21	-	-	480	2	-	296	1	-	98	1	-	4	28.89	56.00	-	29.36	60.00	-	297	-	185	-

Other cities, police promotion,	-	-	4	4	-	-	4	-	-	4	-	-	1	38.67	-	-	-	-	-	4	-	-	-
Boston draw-tender service,	-	-	-	-	-	-	-	-	-	2	-	-	1	-	-	-	-	-	-	-	-	-	-
Other cities, draw-tender service,	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Boston foreman and sub-foreman service.	2	-	1	34	1	-	25	1	-	10	-	-	1	38.36	56.00	-	41.67	-	-	26	-	9	-
Other cities, foreman and sub-foreman service.	7	-	-	33	-	-	27	-	-	6	-	-	3	33.68	-	-	46.58	-	-	27	-	6	-
Other cities, sub-foreman promotion.	-	-	1	1	-	-	1	-	-	1	-	-	-	37.00	-	-	-	-	-	1	-	-	-
State inspection service,	-	-	-	-	-	-	-	-	-	16	-	-	1	-	-	-	-	-	-	-	-	-	-
State inspection promotion,	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Boston inspection service,	4	-	-	138	2	-	64	1	-	34	1	-	3	32.44	51.00	-	34.78	57.00	-	65	-	75	-
Boston inspection promotion,	-	-	1	1	-	-	1	-	-	1	-	-	-	30.00	-	-	-	-	-	1	-	-	-
Other cities, inspection service,	10	-	-	144	10	-	92	7	-	10	2	-	1	31.82	56.88	-	34.42	59.25	-	93	6	55	-
Other cities and towns, plumbing inspection service.*	-	-	22	21	1	-	9	1	-	7	1	-	-	34.06	58.00	-	36.43	-	-	10	-	12	-
Boston school janitor service,	1	-	-	30	2	1	19	2	-	1	-	-	3	37.21	53.50	-	44.55	-	39.00	21	-	12	-
Other cities, fire service,	2	-	-	38	-	-	27	-	-	17	-	-	-	29.24	-	-	27.39	-	-	27	-	11	-
Other cities, fire promotion,	-	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Other cities, school janitor service,	2	-	-	13	1	-	6	1	-	2	-	-	1	33.17	59.00	-	44.71	-	-	7	-	7	-
Boston civil engineering service,	1	-	-	33	-	-	26	-	-	10	-	-	-	22.89	-	-	22.00	-	-	19	7	7	-
Boston civil engineering promotion,	-	-	7	7	-	-	6	-	-	6	-	-	-	29.00	-	-	25.00	-	-	6	-	1	-
Other cities, civil engineering service.	19	-	-	33	-	-	25	-	-	13	-	-	-	24.85	-	-	23.71	-	-	20	5	6	2
	119	1	62	2,022	52	592	1,069	26	378	387	10	52	41	31.10	55.75	25.73	32.34	57.41	25.71	1,435	38	1,181	12
	182			2,666			1,473			449			41	37.53			38.49			1,473		1,193	

* These examinations were held under section 5 of chapter 455 of the Acts of 1894.

Non-competitive Examinations.

During the year there have been held 7 non-competitive examinations for original appointments to positions within the civil service classification, as follows: —

One visitor for service in a State department, the special qualifications required being that the person should be a graduate trained nurse.

One clerk for service in a Boston department, where a knowledge of the German and Jewish languages was required.

One clerk and inspector of lumber in a Boston department, there being no person on the eligible list possessing the special qualifications required.

One stenographer for service in a State department, the special qualifications required being a knowledge of law and the rules of evidence.

One overseer for service at the State Farm, the special qualifications required being a knowledge of and ability to instruct in the cane-seating of chairs.

One watchman at the House of Reformation, there being no person on the eligible list willing to accept the position.

One foreman for service in the ferry division of the street department, there being no eligible list of persons possessing the qualifications required.

Respectfully submitted,

WARREN P. DUDLEY,
Secretary.

HENRY SHERWIN,
Chief Examiner.

LABOR SERVICE IN BOSTON.

During the year ending Sept. 30, 1899, 296 requisitions were received for laborers and mechanics from the several departments of the city of Boston, 15 of which had an age limit placed upon them; and upon those where the Civil Service Commissioners decided that such an age limit was justifiable, 201 certifications were made. Of the 296 requisitions received, 87 were cancelled; on these requisitions, 487 names were certified, of which names 312 were those of veterans and 175 those of others not having such credit.

Whole number of applications received,		4,643
Number of names restored from previous years,	1,874	
Applicants registered during the year,	2,769	
Whole number of persons registered,		4,643
Number registered with credit as veterans,	172	
Number registered without credit as veterans,	4,471	
		4,643
Percentage registered having credit as veterans,	3.71	
Percentage registered without credit as veterans,	96.29	
Number of requisitions received,	296	
Number of persons certified once,	755 = 755	
Number of persons certified twice,	158 = 316	
Number of persons certified three times,	54 = 162	
Number of persons certified four times,	32 = 128	
Number of persons certified five times,	15 = 75	
Number of persons certified six times,	6 = 36	
Number of persons certified seven times,	1 = 7	
Number of persons certified eight times,	1 = 8	
Whole number of persons certified,	1,022	
Whole number of certifications,		1,487

Of the whole number of certifications there were of veterans, ... 421, or 28.31 per cent.
Of the whole number of certifications there were of others, not veterans, ... 1,066, or 71.69 per cent.

Number of persons employed (veterans), . . .	29	
Number of persons employed (not veterans), . .	504	
		533
Percentage employed of veterans registered, ...		16.86
Percentage employed of others (not veterans) registered, . .		11.25
Percentage employed of whole number registered, . . .		11.46
Percentage employed of veterans certified, ...		6.89
Percentage employed of others (not veterans) certified, . .		47.19
Percentage employed of whole number certified, ...		35.78

Discharges.

DEPARTMENTS.	Lack of Work.	Resigned and withdrew.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report and declined.	Transferred to Other Departments.	Not having been employed for Six Months.	By Order of Civil Service Commission.	For Promotion.	Total discharged.
Street,	–	6	–	9	64	11	62	45	18	10	225
Water,	1	2	–	1	17	–	43	2	1	–	67
Public buildings,	133	1	–	1	–	1	1	4	–	–	141
Baths,	–	–	–	–	–	–	1	1	–	–	2
Park,	1	2	1	5	7	5	3	–	–	–	24
Fire,	–	1	–	–	–	1	1	–	–	–	3
Transit,	32	–	–	–	–	–	–	89	–	–	121
Health,	1	1	–	–	–	–	–	–	–	–	2
Public grounds,	14	–	–	3	2	–	2	2	–	–	23
Institutions,	–	3	–	–	–	–	2	–	–	–	5
Hospital,	1	6	1	3	–	1	–	–	–	–	12
Cemeteries,	–	–	–	–	–	–	–	–	–	–	–
Lamp,	–	–	–	–	2	–	2	–	–	–	4
Printing,	–	–	–	–	–	–	1	–	–	–	1
Police,	–	1	–	–	–	–	–	–	–	–	1
Weights and measures,	–	–	–	–	–	–	–	–	–	–	–
	183	23	2	22	92	19	118	143	19	10	631

Recapitulation.

Departments.	Requisitions.	Number of Men called for.	Number of Men certified.		Total Number certified.	Number of Men employed during the year ending Sept. 30, 1899.				
						From register of 1898-1899.		Restored from Previous Rolls.	Transferred from Other Departments.	Total.
			Veterans.	Others.		Veterans.	Others.			
Street,	98	207	183	329	512	5	162	1	9	177
Water,	58	79	52	101	153	4	61	1	5	71
Public buildings,	47	136	38	191	229	7	64	–	39	110
Baths,	12	120	8	194	202	–	93	–	14	107
Park,	10	63	13	114	127	–	58	–	24	82
Fire,	5	5	2	10	12	–	3	–	–	3
Transit,	–	–	–	–	–	–	–	1	8	9
Health,	8	8	4	9	13	1	7	–	–	8
Public grounds,	5	7	–	14	14	–	8	–	17	25
Institutions,	18	20	52	31	83	1	14	–	1	16
Hospital,	30	51	66	68	134	11	30	–	–	41
Cemeteries,	–	–	–	–	–	–		–	1	1
Lamp,	3	3	3	2	5	–	2	–	–	2
Printing,	–	–	–	–	–	–	–	–	–	–
Police,	1	1	–	1	1	–	1	–	–	1
Weights and measures,	1	1	–	2	2	–	1	–	–	1
	296	701	421	1,066	1,487	29	504	3	118	654

The several registration clerks in the cities outside of Boston, in which the labor service rules apply, have filed reports of the work in their respective cities, which are hereto annexed.

Respectfully submitted,

WILLIAM L. HICKS,
Registrar of Labor.

LABOR SERVICE IN CAMBRIDGE.

To WILLIAM L. HICKS, *Registrar of Labor, Civil Service Commission, State House, Boston, Mass.*

SIR: — I herewith submit a full and complete report of the business of my office for the year ending Sept. 30, 1899.

Whole number of applications received,		737
Number of names restored from previous years,	544	
Applicants registered during the year,	193	
Whole number of persons registered,	——	737
Number registered with credit as veterans,	31	
Number registered without credit as veterans,	706	
	——	737
Percentage registered having credit as veterans,	4.21	
Percentage registered without credit as veterans,	95.79	
Number of requisitions received,	35	
Number of persons certified once,	388 =	388
Number of persons certified twice,	140 =	280
Number of persons certified three times,	61 =	183
Number of persons certified four times,	6 =	24
Number of persons certified five times,	1 =	5
Whole number of persons certified,	596	——
Whole number of certifications,		880

Of the whole number of certifications there were of veterans, ... 27, or 3.07 per cent.
Of the whole number of certifications there were of others, not veterans, ... 853, or 96.93 per cent.

Number of persons employed (veterans),	23	
Number of persons employed (not veterans),	305	
	——	328
Percentage employed of veterans registered,		74.19
Percentage employed of others (not veterans) registered,		43.20
Percentage employed of whole number registered,		44.50
Percentage employed of veterans certified,		85.18
Percentage employed of others (not veterans) certified,		35.75
Percentage employed of whole number certified,		37.27

Discharges.

DEPARTMENTS.	Lack of Work.	Resigned and withdrew.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report and declined.	Transferred to Other Departments.	Not having been employed for Six Months.	By Order of Civil Service Commission.	For Promotion.	Total discharged.
Almshouse,	2	1	–	–	–	–	–	–	–	–	3
Cemetery,	3	–	1	–	2	7	–	–	–	–	13
Health,	–	–	–	–	–	–	–	–	–	–	–
Park,	–	4	3	–	1	–	–	20	–	–	28
Police (drivers, patrol),	–	–	–	–	–	–	–	–	–	–	–
Police (drivers, ambulance),	–	–	–	–	–	–	–	–	–	–	–
Sewers,	–	10	–	–	–	3	–	7	–	–	20
Street,	–	4	16	8	3	1	–	13	–	–	45
Water works,	63	5	4	1	–	7	–	–	–	–	80
	68	24	24	9	6	18	–	40	–	–	189

Recapitulation.

Departments.	Requisitions.	Number of Men called for.	Number of Men Certified.		Total Number certified.	Number of Men employed during the Year ending Sept. 30, 1899.				
						From Register of 1898-1899.		Restored from Previous Rolls.	Reinstated under Chapter 454, Acts of 1898.	Total.
			Veterans.	Others.		Veterans.	Others.			
Almshouse,	1	1	–	1	1	–	1	49	–	50
Cemetery,	2	6	1	10	11	1	4	34	–	39
Health,	–	–	–	–	–	–	–	1	–	1
Park,	5	24	2	28	30	2	17	87	–	106
Police (drivers, patrol),	–	–	–	–	–	–	–	4	–	4
Police (drivers, ambulance),	–	–	–	–	–	–	–	3	–	3
Sewers,	7	150	4	270	274	4	70	68	–	142
Street,	15	220	15	410	425	13	153	206	–	372
Water works,	5	73	5	134	139	3	60	89	1	153
	35	474	27	853	880	23	305	541	1	870

Respectfully,

HARRY L. LINCOLN,

Registration Clerk.

LABOR SERVICE IN NEW BEDFORD.

To WILLIAM L. HICKS, *Registrar of Labor, Civil Service Commission, State House, Boston, Mass.*

SIR: — I herewith submit a full and complete report of the business of my office for the year ending Sept. 30, 1899.

Whole number of applications received,		236
Number of names restored from previous years,	50	
Applicants registered during the year,	186	
Whole number of persons registered,		236
Number registered with credit as veterans,	9	
Number registered without credit as veterans,	227	
		236
Percentage registered having credit as veterans,	3.81	
Percentage registered without credit as veterans,	96.19	
Number of requisitions received,	29	
Number of persons certified once,	149 =	149
Number of persons certified twice,	41 =	82
Number of persons certified three times,	9 =	27
Whole number of persons certified,	199	
Whole number of certifications,		258

Of the whole number of certifications there were of veterans, ... 9, or 3.49 per cent.
Of the whole number of certifications there were of others, not veterans, ... 249, or 96.51 per cent.

Number of persons employed (veterans),	5	
Number of persons employed (not veterans),	103	
		108
Percentage employed of veterans registered,		55.55
Percentage employed of others (not veterans) registered,		45.37
Percentage employed of whole number registered,		45.76
Percentage employed of veterans certified,		55.55
Percentage employed of others (not veterans) certified,		41.36
Percentage employed of whole number certified,		41.86

Discharges.

DEPARTMENTS.	Lack of Work.	Resigned and withdrew.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report and declined.	Transferred to Other Departments.	Not having been employed for Six Months.	By Order of Civil Service Commission.	For Promotion.	Total discharged.
Public works,	–	1	2	–	1	4	14	213	–	–	235
Cemetery,	–	11	–	–	3	4	–	–	–	–	18
Water,	3	16	1	–	–	40	1	–	–	–	61
Poor,	–	–	–	–	–	–	–	–	–	–	–
	3	28	3	–	4	48	15	213	–	–	314

Recapitulation.

Departments.	Requisitions.	Number of Men called for.	Number of Men certified.		Total Number certified.	Number of Men employed during the Year ending Sept. 30, 1899.				
						From Register of 1898-1899.		Restored from Previous Rolls.	Transferred from Other Departments.	Total.
			Veterans.	Others.		Veterans.	Others.			
Public works,	23	80	9	134	143	5	76	–	1	82
Cemetery,	2	2	–	4	4	–	2	–	1	3
Water,	2	24	–	48	48	–	8	–	13	21
Poor,	2	2	–	4	4	–	2	–	–	2
	29	108	9	190	199	5	88	–	15	108

Respectfully submitted,

GEO. P. BROCK,

Registration Clerk.

LABOR SERVICE IN NEWTON.

To WILLIAM L. HICKS, *Registrar of Labor, Civil Service Commission State House, Boston, Mass.*

SIR: — I herewith submit a full and complete report of the business of my office for the year ending Sept. 30, 1899.

Whole number of applications received,		80
Number of names restored from previous years,	25	
Applicants registered during the year,	55	
Whole number of persons registered,		80
Number registered without credit as veterans,		80
Percentage registered without credit as veterans,	100	
Number of requisitions received,	4	
Number of persons certified once,	40 =	40
Whole number of persons certified,	40	
Whole number of certifications,		40

Of the whole number of certifications there were of others, not veterans, ... 40, or 100 per cent.

Number of persons employed (not veterans)	10
Percentage employed of others (not veterans) registered,	12.50
Percentage employed of whole number registered,	12.50
Percentage employed of others (not veterans) certified,	25.00
Percentage employed of whole number certified,	25.00

Discharges.

DEPARTMENTS.	Lack of Work.	Resigned and withdrew.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report and declined.	Transferred to Other Departments.	Not having been employed for Six Months.	By Order of Civil Service Commission.	For Promotion.	Total discharged.
Street, ...	–	–	1	–	2	–	–	105	–	–	108
Health, ...	–	–	–	–	–	–	1	–	–	–	1
Police patrol, ...	–	–	1	–	–	–	–	–	–	–	1
	–	–	2	–	2	–	1	105	–	–	110

Recapitulation.

Departments.	Requisitions.	Number of Men called for.	Number of Men certified.		Total Number certified.	Number of Men employed during the Year ending Sept. 30, 1899.				
						From Register of 1898-1899.		Restored from Previous Rolls.	Transferred from Other Departments.	Total.
			Veterans.	Others.		Veterans.	Others.			
Street,	3	18	–	36	36	–	260	–	1	261
Water,	–	–	–	–	–	–	30	–	–	30
Health,	–	–	–	–	–	–	1	–	–	1
Police patrol,	1	1	–	4	4	–	2	–	–	2
	4	19	–	40	40	–	293	–	1	294

Respectfully submitted,

THEODORE A. FLEU,

Registration Clerk.

LABOR SERVICE IN EVERETT.

To WILLIAM L. HICKS, *Registrar of Labor, Civil Service Commission, State House, Boston, Mass.*

SIR: — I herewith submit a full and complete report of the business of my office for the year ending Sept. 30, 1899.

Whole number of applications received,		187
Number of names restored from previous years,	77	
Applicants registered during the year,	110	
Whole number of persons registered,		187
Number registered with credit as veterans,	3	
Number registered without credit as veterans,	184	
		187
Percentage registered having credit as veterans,	1.60	
Percentage registered without credit as veterans,	98.39	
Number of requisitions received,	7	
Number of persons certified once,	84 =	84
Number of persons certified twice,	79 =	158
Number of persons certified three times,	4 =	12
Whole number of persons certified,	167	
Whole number of certifications,		254

Of the whole number of certifications there were of veterans, ... 1, or .39 per cent.
Of the whole number of certifications there were of others, not veterans, ... 254, or 99.60 per cent.

Number of persons employed (veterans),	1	
Number of persons employed (not veterans),	70	
		71
Percentage employed of veterans registered,		33.33
Percentage employed of others (not veterans) registered,		38.04
Percentage employed of whole number registered,		38.00
Percentage employed of veterans certified,		100.00
Percentage employed of others (not veterans) certified,		27.55
Percentage employed of whole number certified,		27.95

Discharges.

DEPARTMENTS.	Lack of Work.	Resigned and withdrew.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report and declined.	Transferred to Other Departments.	Not having been employed for Six Months.	By Order of Civil Service Commission.	For Promotion.	Total discharged.
Board of public works, ...	–	–	–	1	–	–	–	–	–	–	1

Recapitulation.

DEPARTMENTS.	Requisitions.	Number of Men called for.	Number of Men certified.		Total Number certified.	Number of Men employed during the Year ending Sept. 30, 1899.				
						From Register of 1898-1899.		Restored from Previous Rolls.	Transferred from Other Departments.	Total.
			Veterans.	Others.		Veterans.	Others.			
Board of public works, ...	7	152	1	166	167	1	70	–	–	71

Respectfully,

DEOSCAR F. ALLEN,

Registration Clerk.

LABOR SERVICE IN WORCESTER.

To WILLIAM L. HICKS, *Registrar of Labor, Civil Service Commission, State House, Boston, Mass.*

SIR: — I herewith submit a full and complete report of the business of my office for the year ending Sept. 30, 1899.

Whole number of applications received,		1,318
Number of names restored from previous years,	365	
Applicants registered during the year,	953	
Whole number of persons registered,		1,318
Number registered with credit as veterans,	13	
Number registered without credit as veterans,	1,305	
		1,318
Percentage registered having credit as veterans,	1	
Percentage registered without credit as veterans,	99	
Number of requisitions received,	50	
Number of persons certified once,	982 =	982
Number of persons certified twice,	122 =	244
Number of persons certified three times,	34 =	102
Number of persons certified four times,	5 =	20
Number of persons certified five times,	1 =	5
Whole number of persons certified,	1,144	
Whole number of certifications,		1,353

Of the whole number of certifications there were of veterans, ... 13, or 1 per cent.

Of the whole number of certifications there were of others, not veterans, ... 1,340, or 99 per cent.

Number of persons employed (veterans), . . .	6	
Number of persons employed (not veterans), . .	905	
		911
Percentage employed of veterans registered, ...		46.15
Percentage employed of others (not veterans) registered, .		69.35
Percentage employed of whole number registered, . .		69.12
Percentage employed of veterans certified, ...		46.15
Percentage employed of others (not veterans) certified, .		67.54
Percentage employed of whole number certified, ...		67.33

Discharges.

DEPARTMENTS.	Lack of Work.	Resigned and withdrew.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report and declined.	Transferred to Other Departments.	Not having been employed for Six Months.	By Order of Civil Service Commission.	For Promotion.	Total discharged.
Buildings,	7	–	–	–	–	1	1	–	–	–	9
City hall,	–	–	–	–	–	–	–	–	–	–	–
Parks,	–	3	–	–	–	–	–	–	–	–	3
Sewer,	314	228	27	30	4	160	–	12	–	–	775
Street,	–	–	–	–	2	–	–	–	–	–	2
Water,	68	–	–	–	1	–	43	–	–	–	112
	389	231	27	30	7	161	44	12	–	–	901

Recapitulation.

Departments.	Requisitions.	Number of Men called for.	Number of Men certified.		Total Number certified.	Number of Men employed during the Year ending Sept. 30, 1899.				
						From Register of 1898-1899.		Restored from Previous Rolls.	Transferred from Other Departments.	Total.
			Veterans.	Others.		Veterans.	Others.			
Buildings,	6	9	4	10	14	3	7	–	–	10
City hall,	1	1	–	1	1	–	1	–	–	1
Sewer,	30	570	2	1,088	1,090	2	786	–	44	832
Street,	7	55	3	98	101	1	50	–	–	51
Water,	6	77	4	144	148	–	61	–	–	61
	50	712	13	1,341	1,354	6	905	–	44	955

Respectfully,

JOHN M. GALLAGHER,
Registration Clerk.

Commonwealth of Massachusetts.

[Chapter 320, Acts of 1884.]

An Act to improve the civil service of the commonwealth and the cities thereof.

Be it enacted, etc., as follows:

Section 1. The governor shall with the advice and consent of the council appoint three persons to be civil service commissioners, who shall serve, one until the expiration of three years, one until the expiration of two years, and one until the expiration of one year, from the first day of July in the year eighteen hundred and eighty-four, and until their respective successors are appointed and qualified; and in the year eighteen hundred and eighty-five and in every year thereafter, the governor shall, in May or June, in like manner appoint one person to serve as such commissioner for three years from the first Monday in the July then next ensuing, and until his successor is appointed and qualified. Any vacancy in the office of commissioner shall be filled for the unexpired term by appointment as above provided. All appointments, both original and to fill vacancies, shall be so made that not more than two commissioners shall, at the time of any appointment, be members of the same political party. The governor may also, with the advice and consent of the council, remove any commissioner. Each commissioner shall be paid five dollars for each day's service, and his travelling and other necessary expenses in the discharge of his official duty.

Civil service commissioners to be appointed.

Not more than two commissioners to be of same political party.

Sect. 2. The said commissioners shall prepare rules not inconsistent with existing laws or with the provisions of this act, and adapted to carry out the purposes thereof, for the selection of persons to fill offices in the government of the Common-

Commissioners to prepare rules.

wealth and of the several cities thereof, which are required to be filled by appointment, and for the selection of persons to be employed as laborers or otherwise in the service of the Commonwealth and of the several cities thereof. All rules so prepared shall be subject to the approval of the governor and council, and they may, with like approval, be from time to time altered or rescinded. The said commissioners shall supervise the administration of the rules so established; they shall from time to time suggest to the general court such legislation as may seem to them to be desirable for the efficient carrying out of the principles of this act, and for the improvement of the civil service; and they shall, on or before the tenth day of January in every year, report to the general court their doings during the preceding year, including any rules adopted under the provisions of this section.

Rules subject to approval of governor and council.

Annual report to the general court.

Amended, c. 393, § 5, Acts of 1894.

Vender of liquor or person using same to excess.

SECT. 3. No person habitually using intoxicating beverages to excess shall be appointed to, or retained in any office, appointment or employment to which the provisions of this act are applicable; nor shall any vender of intoxicating liquor be so appointed or retained.

Person convicted of offence.

As amended by c. 334, Acts of 1888.

SECT. 4. No person shall be appointed to or employed in any office to which the provisions of this act are applicable within one year after his conviction of any offence against the laws of this Commonwealth.

Recommendations.

SECT. 5. No recommendation of any person who shall apply for office or place under the provisions of this act, which may be given by any senator, member of the house of representatives, alderman or councilman, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making any appointment under this act.

Officials not to solicit contributions for political purposes.

SECT. 6. No councillor, senator, representative, alderman or councilman, or any officer or employee of either of said bodies, and no executive or judicial officer of the state, and no clerk or employee of any department or branch of the government of the state, and no executive officer, clerk or employee of any department of any city government shall personally, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription or contribution for any political purpose whatever; but this shall not be construed to forbid such persons to be members of political organizations or committees.

SECT. 7. No person shall, in any room or building occupied for the discharge of official duties by any officer or employee of the state or any city thereof, solicit in any manner whatever, or receive, any contribution of money or any other thing of value for any political purpose whatever.

Solicitations not to be made in buildings used for official duties.

SECT. 8. No officer or employee of the state, or any city thereof, shall discharge, or promote, or degrade, or in any manner change the official rank or compensation of any other officer or employee, or promise or threaten to do so, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose.

Officers not to be affected by refusal to contribute.

SECT. 9. No officer, clerk or other person in the service of the state or any city thereof shall, directly or indirectly, give or hand over to any other officer, clerk or person in said service, or to any councillor, senator, member of the house of representatives, alderman, councilman, or commissioner, any money or other valuable thing on account of or to be applied to the promotion of any political object whatever.

No officer to give money to another officer for political object.

SECT. 10. No person in the service of the state or any city thereof shall use his official authority or influence either to coerce the political action of any person or body or to interfere with any election.

Political action not to be coerced.

SECT. 11. No person in the public service shall for that reason be under any obligation to contribute to any political fund or to render any political service, and shall not be removed or otherwise prejudiced for refusing to do so.

Public officers not obliged to contribute to political fund.

SECT. 12. No person while holding any public office or in nomination for, or while seeking a nomination or appointment for any office, shall corruptly use, or promise to use, either directly or indirectly, any official authority or influence (whether then possessed or merely anticipated), in the way of conferring upon any person, or in order to secure or aid any person in securing any office or public employment, or any nomination, confirmation, promotion or increase of salary, upon the consideration or condition that the vote or political influence or action of the last named person, or any other, shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration.

Corrupt methods of procuring nominations, etc.

SECT. 13. No city in the Commonwealth shall pay any bill incurred by any official or officials thereof for wines, liquors or cigars; nor shall any city pay any bill for refreshments fur-

Wines, etc., furnished city officials not to be paid for by city.

nished to any official of said city where the amount for any one day shall exceed one dollar for each member of the government of said city who certifies over his own signature to the correctness of the bill.

General rules.

SECT. 14. The rules mentioned in section two may be made from time to time, and may be given a general or a limited application, and they shall, among other things, provide:—

First, For the classification of the offices and employments to be filled.

Second, For open competitive and other examinations by which to test applicants for office, or for employment, as to their practical fitness to discharge the duties of the positions which they desire to fill.

Third, For the filling of vacancies in offices in accordance with the results of such examinations and for the selection of persons for public employment in accordance with such results, or by order of application, or otherwise, as may seem most desirable to carry out the provisions of this act.

Fourth, For promotions in office on the basis of ascertained merit and seniority in service and examination as may seem desirable. (In all cases where it is practicable vacancies shall be filled by promotion.)

Fifth, For a period of probation before an appointment or employment is made permanent.

Amended, c. 473, Acts of 1889, and c. 517, Acts of 1896. See page 62.

Sixth, For giving preference in appointments to office and promotions in office to applicants who served in the army or navy of the United States in time of war and have been honorably discharged therefrom.

Officers not affected. As amended by c. 95, Acts of 1893, and c. 502, Acts of 1896.

SECT. 15. Judicial officers and officers who are elected by the people, or a city council, or whose appointment is subject to confirmation by the executive council of the Commonwealth, or the city council of any city, officers who are elected by either branch of the general court and the appointees of such officers, heads of any principal departments of the Commonwealth or of a city, the employees of the treasurer of the Commonwealth, the employees of the board of commissioners of savings banks, and of the treasurer and collector of taxes of any city, two employees of the city clerk of any city, teachers of the public schools, the secretaries and confidential stenographers of the governor or of the mayor of any city, shall not be affected as to their selection or appointment by any rules made as aforesaid, but such rules shall apply to members of the police and

fire departments, other than police and fire commissioners and chief marshals, or chiefs of police and fire departments.

SECT. 16. No question in any examination under the rules established as aforesaid shall relate to political or religious opinions or affiliations, and no appointment or selection to an office or for employment within the scope of the rules established as aforesaid shall be in any manner affected or influenced by such opinions or affiliations. Such examinations shall be practical in their character, and so far as may be shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined to discharge the duties of the service into which they seek to be appointed. The examination of applicants for employment as laborers shall relate to their capacity for labor, their habits as to industry and sobriety, and the necessities of themselves and their families.

No examination concerning political or religious opinions.

Examinations to be practical.

SECT. 17. Every application, in order to entitle the applicant to appear for examination or to be examined, must state the facts under oath on the following subjects: 1. Full name, residence and post-office address. 2. Citizenship. 3. Age. 4. Place of birth. 5. Health and physical capacity for the public service. 6. Right of preference by reason of military or naval service. 7. Previous employment in the public service. 8. Business or employment and residence for the previous five years. 9. Education. Such other information shall be furnished as may reasonably be required touching the applicant's fitness for the public service.

Statements to be made by applicants for examination.

As amended by c. 183, Acts of 1889.

SECT. 18. No person in the public service shall wilfully and corruptly, by himself or in coöperation with one or more other persons, defeat, deceive, or obstruct any person in respect of his or her right of examination; or wilfully, corruptly or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or wilfully or corruptly make any false representations concerning the same or concerning the person examined; or wilfully or corruptly furnish to any person any special or secret information, for the purpose of either improving or injuring the prospects or chances of any person so examined, or to be examined, being appointed, employed or promoted.

Persons in public service not to obstruct any one in respect of right of examination, nor to furnish secret information.

SECT. 19. All rules established as hereinbefore provided, and all changes therein, shall forthwith be printed for distribution by said commissioners, and a certified copy thereof shall be sent to the mayor of each city to which such rules or changes therein re-

Rules to be printed and distributed.

As amended by c. 253, Acts of 1888.

late, and the same shall be published in one or more newspapers, and in any such publication of rules shall be specified the date, not less than sixty days subsequent to the date of such publication, when such rules shall go into operation, and thereafter all appointments to office and selections for employment shall be made according to said rules in cases to which said rules apply.

Chief examiner to be appointed.

As amended by c. 177 and 351, Acts of 1889.

SECT. 20. The said commissioners may appoint a chief examiner, who shall, under their direction, superintend any examination under this act, and shall perform such other duties as they may prescribe. Such chief examiner shall receive a salary of three thousand dollars a year, and shall be paid his necessary travelling expenses incurred in the discharge of his official duty. They may also employ a secretary, at a salary of two thousand dollars a year. They may designate persons in the official service of the Commonwealth, or of any city, who shall, with the consent of the head of department or office in which any such person serves, act in any examination held under this act. But no person shall serve as examiner of candidates for office, under the provisions of this act, when any relative or connection by marriage, within the degree of first cousin, shall be an applicant. The said commissioners may also incur such expense, not exceeding fifteen hundred dollars a year, as may be proper for printing and stationery and other incidental matters.

Secretary.

Expenses of commissioners.

C. 2, Resolves 1885.
C. 34, Resolves 1892.

SECT. 21. The said commissioners shall be provided, under the direction of the governor and council, with an office, properly furnished, in the state house or Commonwealth building, suitable for the performance of the duties imposed by this act.

Name and residence of every person appointed, etc., to be reported to commissioners.

SECT. 22. The name and residence of every person appointed, employed or promoted to or in any position coming within the rules established as herein provided, except laborers, together with the name or description of such position and the subsequent rejection or discharge of every such person, shall forthwith be reported to the said commissioners by the officer making such appointment, promotion, rejection or discharge, or providing such employment.

Commissioners to keep records.

SECT. 23. The said commissioners shall keep records of all their proceedings and of all examinations made by them or under their authority, and all recommendations of applicants for office received by said commissioners or either of them, or by any officer having authority to make appointments to office or to employ laborers, or others coming within the scope of the

rules established as aforesaid, shall be kept and preserved, and all such records and recommendations shall, subject to such reasonable regulations as may be approved by the governor and council, be open to public inspection.

Penalty.

SECT. 24. Whoever, after a rule has been duly established and published according to the provisions of this act, makes an appointment to office or selects a person for employment contrary to the provisions of such rule, or wilfully refuses or neglects otherwise to comply with or to conform to the provisions of this act, or violates any of such provisions, shall be liable to a penalty of not less than one hundred nor more than one thousand dollars for each offence. [*Approved June 3, 1884.*

[Chapter 352, Acts of 1889.]

AN ACT PLACING ENGINEERS AND OTHERS HAVING CHARGE OF STEAM BOILERS IN SCHOOL BUILDINGS IN THE CITY OF BOSTON UNDER CIVIL SERVICE RULES.

Be it enacted, etc., as follows:

Certain engineers and janitors in Boston placed under civil service rules.

SECTION 1. Engineers, janitors and all persons having charge of steam boilers and furnaces in the school buildings in the city of Boston shall be classified and appointed pursuant to the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, entitled, "An Act to improve the civil service of the Commonwealth and the cities thereof," and the rules of the civil service commissioners made and established thereunder.

SECT. 2. This act shall take effect upon its passage. [*Approved May 21, 1889.*

[Chapter 140, Acts of 1891.]

AN ACT TO AUTHORIZE THE CIVIL SERVICE COMMISSIONERS TO SUMMON WITNESSES AND TAKE TESTIMONY.

Be it enacted, etc., as follows:

The civil service commissioners may summon witnesses and take testimony.

The civil service commissioners or any of them, in all cases requiring investigation by them, may summon witnesses in behalf of the Commonwealth, and may administer oaths and take testimony in such cases. The fees of such witnesses for attend-

ance and travel shall be the same as for witnesses before the superior court, and shall be paid from the appropriation for the incidental expenses of the commissioners. Any justice of the superior court, either in term time or vacation, upon application of the commissioners, may in his discretion compel the attendance of such witnesses and the giving of testimony before the commissioners in the same manner and to the same extent as before said court. [*Approved March 28, 1891.*

[Chapter 253, Acts of 1893.]

AN ACT PLACING TRUANT OFFICERS IN THE CITY OF BOSTON UNDER CIVIL SERVICE RULES.

Be it enacted, etc , as follows :

Appointment and classification of truant officers in Boston.

SECTION 1. All truant officers hereafter appointed by the school committee of the city of Boston, as provided in section eleven of chapter forty-eight of the Public Statutes, shall be classified and appointed pursuant to the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four and the rules of the civil service commissioners made and established thereunder.

SECT. 2. This act shall take effect upon its passage. [*Approved April 24, 1893.*

[Chapter 267, Acts of 1894.]

AN ACT EXTENDING THE PROVISIONS OF THE CIVIL SERVICE ACT TO TOWNS HAVING A POPULATION OF TWELVE THOUSAND INHABITANTS OR OVER.

Be it enacted, etc., as follows :

Provisions of civil service act extended.

SECTION 1. The provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four entitled, "An act to improve the civil service of the Commonwealth and the cities thereof", and of all acts in amendment thereof and in addition thereto, are hereby extended and made applicable to all towns of the Commonwealth having a population of twelve thousand inhabitants or over.

SECT. 2. This act shall take effect in any such town upon its acceptance by a majority of the legal voters of said town present and voting thereon at a town meeting called for the purpose. [*Approved April 17, 1894.*

[Chapter 376, Acts of 1895.]

AN ACT TO AUTHORIZE THE APPOINTMENT OF A REGISTRAR OF LABOR.

Be it enacted, etc , as follows:

SECTION 1. The civil service commissioners are authorized to appoint a registrar of labor, who shall under their direction supervise the administration of civil service rules applicable to the public labor service of the Commonwealth or any city thereof. He shall receive an annual salary of two thousand dollars and be allowed his actual travelling expenses incurred in the discharge of his official duties. The salary and travelling expenses for the current year shall be paid from the appropriation for clerical assistance and travelling expenses of the civil service commissioners as authorized by chapter thirteen of the acts of the present year.

Civil service commissioners may appoint a registrar of labor.

SECT. 2. This act shall take effect upon its passage. [*Approved May 11, 1895.*

[Chapter 256, Acts of 1896.]

AN ACT RELATIVE TO APPOINTMENTS IN THE BOSTON FIRE DEPARTMENT.

Be it enacted, etc., as follows:

SECTION 1. All call members in the Boston fire department who have served three or more successive years in said service shall, upon application to the civil service commissioners, be placed upon the eligible list for appointment as permanent men, without any further examination. The fire commissioner may at his discretion appoint such men on the permanent force, at the same salary as a permanent man who has served three or more years in said service.

Appointments in Boston fire department.

SECT. 2. This act shall take effect upon its acceptance by the city government of the city of Boston. [*Approved April 9, 1896.*

[Chapter 424, Acts of 1896.]

AN ACT RELATIVE TO THE QUALIFICATIONS OF FIREMEN.

Be it enacted, etc., as follows:

Qualifications of firemen in Boston.

SECTION 1. Persons five feet five inches in height, and over, shall be eligible to appointment on the fire force of the city of Boston, if otherwise qualified; and no rules shall be made by the civil service commissioners in conflict with the provisions of this section.

SECT. 2. This act shall take effect upon its passage. [*Approved May 21, 1896.*

[Chapter 449, Acts of 1896.]

AN ACT RELATIVE TO THE EMPLOYMENT OF LABORERS IN THE CITIES OF THE COMMONWEALTH.

Be it enacted, etc., as follows:

Employment of laborers in cities.

SECTION 1. So much of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four and the amendments thereto as relates to the employment of laborers by cities, and that portion of the civil service rules of the Commonwealth and the cities thereof as authorized by said acts and designated therein as the "Labor Service", shall not take effect in cities of less than one hundred thousand population, except upon acceptance by the city council of such city, with the approval of its mayor: *provided*, that the city council of such cities shall establish rules under which veterans of the late war of the rebellion shall be given the preference in employment.

SECT. 2. This act shall take effect upon its passage. [*Approved May 28, 1896.*

[Chapter 517, Acts of 1896]

AN ACT RELATIVE TO THE PUBLIC SERVICE OF THE COMMONWEALTH AND THE CITIES AND TOWNS THEREOF, AND THE EMPLOYMENT OF VETERANS THEREIN.

Be it enacted, etc., as follows:

SECTION 1. The word "veteran" in this act shall mean a person who served in the army or navy of the United States in the time of the war of the rebellion and was honorably discharged therefrom.

The word "veteran" defined.

SECT. 2. Veterans may apply for examination for any position in the public service classified under chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four and acts in amendment thereof, and the civil service rules thereunder, subject to said rules; and if such veterans pass the examination they shall be preferred in appointment to all persons not veterans; and it shall be the duty of the civil service commissioners to cause the names of veterans passing examination to be placed upon the eligible list for the position sought, in the order of the respective standing of such veterans, above the names of all applicants not veterans. The commissioners shall cause to be certified to the appointing officers for appointment the names of all such veterans in preference to applicants not veterans, so long as there are names of veterans upon the eligible list, and the appointment shall be made from the list so certified. But nothing herein contained shall be construed to prevent the certification and employment of women.

Veterans may apply for examination for positions in the public service.

Commissioners to cause veterans to be certified in preference to applicants not veterans.

SECT. 3. Veterans may apply for appointment to or for employment in any position in the public service, classified as aforesaid, without examination. In such application such veteran shall state under oath such facts as may be required by the civil service rules. Age, loss of limb or other physical impairment, which shall not in fact incapacitate, shall not disqualify such veteran from appointment under this section. Appointing officers may by requisition call for the names of any or all such veterans so applying without examination, and appoint or employ any of them in the office or position sought.

Veterans may apply for appointment without examination.

SECT. 4. The civil service commissioners, within five days after the final markings upon any examination of applicants

List of applicants passing examination to be prepared, etc.

for positions in the public service, shall cause a list of the names of applicants passing the examination to be prepared, showing the standing of each obtained in the examination; they shall also within five days after any certification of persons for appointments or employment, cause a list of the names of the persons so certified to be prepared, and said lists shall be open to public inspection during the office hours of the commissioners.

Veterans not to be removed without a hearing.

SECT. 5. No veteran holding an office or employment in the public service of any city or town of the Commonwealth shall be removed or suspended, or shall without his consent be transferred from such office or employment, except after a full hearing before the mayor of such city or before the selectmen of such town, and at such hearing the veteran shall have the right to be present and to be represented by counsel. Such removal, suspension or transfer shall be made only upon the written order of the mayor or of the selectmen.

Commissioners to establish rules.

SECT. 6. The civil service commissioners shall establish rules to secure the employment of veterans in the labor service of the Commonwealth and of the cities and towns thereof, in the class for which they make application, in preference to all other persons, except women. The civil service commissioners may recognize an age limit in certifying persons for employment in the labor service, provided the appointing officer shall certify in his requisition that the work to be performed is so arduous as to require the services of young and vigorous men, and provided also that the commissioners shall upon investigation become satisfied that such certificate is true. In towns and cities in which the civil service act and the rules of the civil service commissioners have not been applied to the labor service the selectmen of the towns and the city councils of the cities shall take such action as may be necessary to secure the employment of veterans in the labor service of their respective towns and cities, in preference to all other persons, except women. Citizens of Massachusetts who have distinguished themselves by gallant and heroic conduct while serving in the army or navy of the United States, and who have received a medal of honor from the president of the United States, shall be deemed to be veterans under the meaning of this act and shall receive all the benefits thereof.

Certain persons to be deemed veterans.

SECT. 7. Whoever violates any provision of this act shall be punished by a fine of not less than one hundred nor more than one thousand dollars for each offence. Penalty.

SECT. 8. Chapter four hundred and thirty-seven of the acts of the year eighteen hundred and eighty-seven, chapter four hundred and seventy-three of the acts of the year eighteen hundred and eighty-nine, chapter five hundred and nineteen of the acts of the year eighteen hundred and ninety-four, the words "other qualifications being equal" in the sixth clause of section fourteen of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, and chapter five hundred and one of the acts of the year eighteen hundred and ninety-five, are hereby repealed. Repeal.

SECT. 9. This act shall take effect upon its passage. [*Approved June 9, 1896.*

[Chapter 209, Acts of 1897.]

AN ACT RELATIVE TO APPOINTMENT IN THE SOMERVILLE FIRE DEPARTMENT.

Be it enacted, etc., as follows:

SECTION 1. All members of the Somerville fire department, known as call members, who were appointed before the enactment of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, and who have continued three or more years in said service, shall, upon application to the civil service commissioners, be placed upon the eligible list for appointment as permanent men, without any further examination. Somerville fire department.

SECT. 2. The mayor may at his discretion appoint such men on the permanent force at the same salary as a permanent man who has continued three or more years in said service.

SECT. 3. This act shall take effect upon its acceptance by the city government of the city of Somerville. [*Approved March 29, 1897.*

[Chapter 328, Acts of 1897.]

AN ACT RELATIVE TO THE REGISTRATION BY THE CIVIL SERVICE COMMISSIONERS OF APPLICANTS FOR LABOR.

Be it enacted, etc., as follows:

Labor service.

SECTION 1. Applicants for positions in the labor service of the Commonwealth or of the cities thereof shall be allowed to register, to the number of five hundred, on the first Monday of February, May, August, and November in each year, at the places appointed for the registry of such applicants, and any rules heretofore made by the civil service commissioners which are inconsistent with the provision of this act are hereby annulled.

SECT. 2. This act shall take effect upon its passage. [*Approved April 29, 1897.*

[Chapter 454, Acts of 1898.]

AN ACT TO ALLOW THE RESTORATION TO THE PUBLIC SERVICE OF PERSONS LEAVING IT FOR MILITARY SERVICE IN TIME OF WAR.

Be it enacted, etc., as follows:

Any person appointed to or employed in the public service of the Commonwealth or of any city thereof, classified under the civil service rules made under the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four and acts in amendment thereof, who may resign or leave such service for the purpose of enlisting and serving in the army or navy of the United States, or in the militia of the Commonwealth in time of war, may at any time within one year after his honorable discharge from such military or naval service be appointed to his former position or employment in the public service, or to a similar position, without application or examination under the civil service rules. [*Approved May 24, 1898.*

[Chapter 376, Acts of 1899.]

AN ACT TO PROVIDE FOR THE BETTER ENFORCEMENT OF THE LAWS RELATIVE TO THE CIVIL SERVICE.

Be it enacted, etc., as follows:

The attorney-general may file in the supreme judicial court an information in the nature of quo warranto against any person holding or claiming the right to hold an office or employment the salary or compensation of which is payable from the treasury of the Commonwealth or of a county or of any city or town of the Commonwealth, and the supreme judicial court shall have jurisdiction to hear and determine the same. [*Approved May 19, 1899.*

GOVERNOR'S MESSAGE.

COMMONWEALTH OF MASSACHUSETTS.

EXECUTIVE DEPARTMENT, BOSTON, May 29, 1899.

To the Honorable the Senate and House of Representatives.

I return with my objections thereto a bill entitled "An Act to extend civil service exemption to veterans of the war with Spain."

This is an act making certain amendments in chapter 517 of the Acts of the year 1896, the purpose being to extend to those who served in the army or navy of the United States in the Spanish war the same preference, as compared with civilians, therein accorded to veterans of the War of the Rebellion, although making such preference secondary to that already granted to the latter class.

This preference is two-fold: first, a veteran who applies for and passes the required examination for appointment is to be preferred to all persons not veterans, without regard to the relative rank attained; second, appointing officers may, in their discretion, appoint without examination veterans applying therefor.

The question presented by the bill under consideration is whether it is wise at the present time to extend this preference to the veterans of the Spanish war.

Except in the spirit of ready loyalty which prompted enlistment and of courage and endurance which characterized the service, the conditions attending the two wars were not closely similar. In the War of the Rebellion the very existence of the nation was at stake. The fighting was long continued and was fierce and constant. The losses were enormous. Either by the terms of original enlistment or of re-enlistment, the service performed continued, in most cases, for years. The result was a country saved from disunion and cleansed from the curse of slavery. By successive calls of the national government for additional troops, the Commonwealth was well-nigh drained of its brave young men. For years they were not only taken from

the ranks of steady industry, but were debarred from those educational influences which might fit them for lucrative employment. And yet the veterans of this war neither asked nor received statutory preference over civilians in the public employ until the lapse of nineteen years from the close of the strife, and the preference then accorded was only to be given "other qualifications being equal." Eleven years later these words were stricken out, and the absolute preference above described was first enacted.

The inception of the late war with Spain made a like demand upon the patriotic youth of the country, and it was answered with a zeal and readiness which have not been exceeded at any previous time when the nation needed a soldier's service. The young men of this generation showed that they were quick, as were their fathers, to respond to the call of duty, and were ready to dare and to endure in their country's service. But the war was of short duration, and but a small proportion of the many thousands who were eager to enlist were vouchsafed the privilege. The actual fighting was brief, and the losses in battle to Massachusetts troops were fortunately slight. A part of the land forces furnished by the Commonwealth were called upon to endure hardships which were the cause of death and disease, but the conditions attending the naval service were not severe.

The Commonwealth has been wisely generous in her treatment of these her brave sons. She provided that any person leaving a position of public employment in order to enlist might be restored to such employment within a year after his honorable discharge, without further application or examination. She has liberally added to the amount paid by the national government so long as they were in the national service. She has paid for the care of sick in hospitals and for the honorable burial of the dead. By recent legislation, which was recommended in my inaugural address to your honorable bodies, she has rendered them eligible to State aid and military aid. She has been behind no other State in her provision for their comfort and relief. I have yet to learn that any considerable number of the soldiers of this war have expected or asked for more. I should feel that I were doing them dishonor if I believed that the expectation of such preferment to public office as is provided in this bill entered into the motive which prompted

their enlistment, or that the desire for it was general so soon after the close of their honorable service.

The effect of this act upon the public service of the Commonwealth I think would be serious. The total number of men who entered the service of the United States from this Commonwealth during the recent war is about 12,000, but under the provisions of this act the preference is not limited to Massachusetts soldiers, but would include all those entering the service of the national government from other States. These are all young men, and for the life-time of a generation at least would be able to avail themselves of the provisions of the bill. In case of any future war within that period, however protracted or severe, those who served therein might thus find themselves almost precluded from public employment.

I do not believe that the act under consideration is at the present time either necessary or wise, or that there has been shown in its support any general desire on the part of those who have served in the late war to their own credit and to the honor of the Commonwealth.

Appointments to the so-called classified positions in the public service should be made on the ascertained fitness of the applicants, and not as bounties or rewards. The system of civil service reform which Massachusetts was early in adopting, and which has now been in operation for fifteen years, has in my opinion been of proved value in improving the public service of State and city, in affording to merit the same opportunity for employment that was formerly given to personal or political influence, and in relieving from pressure those who have the duty of appointment. Of this there is in my mind absolutely no doubt. The effect of this act would be seriously to hamper and impair the administration of this system, and to diminish greatly for many years to come the opportunities for employment in the public service not only of civilians, many thousands of whom were as eager to offer their services to the national government as were those whose services were accepted, but also of the men who in any future war may show themselves worthy of equal honor and gratitude.

After serious deliberation of what my duty to the public service requires, I am constrained to withhold my approval of this bill, of which I respectfully urge your careful reconsideration.

ROGER WOLCOTT.

THE CIVIL SERVICE RULES

OF THE

COMMONWEALTH OF MASSACHUSETTS AND THE CITIES THEREOF.

In accordance with the provisions of chapter 320 of the Acts of the year 1884, the following rules have been prepared for the selection of persons to fill certain offices in the government of the Commonwealth and of the several cities thereof, and for the employment of laborers in such cities; and all rules heretofore prepared and approved are hereby rescinded.

Rule I.

Appointments and removals, responsibility for.

Subject only to the qualifications required to be ascertained in accordance with these rules, the power of appointment and the responsibility of selection are in all cases in the appointing officer or board. The power to remove or reduce, within the classified service, existing by law, on the part of any officer or board, is not impaired by anything contained in these rules.

Rule II.

Regulations for carrying out rules.

The commissioners will make and issue, from time to time, as the needs of the service require, such regulations as may be necessary for conducting the business of their office, for the instruction of their secretary, chief examiner and local boards of examiners, and for carrying out the provisions of these rules.

Rule III.

Commissioners to designate boards of examiners.

1. For the purpose of making examinations of applicants, the commissioners will designate qualified persons to be members of boards of examiners, and may at any time substitute another person in place of any one so selected.

Experts to aid examiners in certain cases.

2. Whenever the special qualifications required for a position are such that assistance from experts in conducting an examination is advisable, such experts may be designated to

aid the examining board; and, so far as practicable, such experts shall be persons employed in the department to which the applicant seeks admission.

Rule IV.

Commissioners to apply to local authorities for temporary quarters, etc.

In order that suitable provision may be made for conducting examinations in the several cities, the commissioners will, from time to time, apply to the proper authorities thereof for temporary quarters and for clerical assistance in receiving and filing applications for appointment in the local service.

CLASSIFICATION OF THE SERVICE.

Rule V.

Classification, two divisions.

1. The offices and places to be filled under these rules shall be classified in two divisions; the first to be known as "The Official Service of the Commonwealth and the several cities thereof;" the second as "The Labor Service."

Amendment. Went into effect Oct. 1, 1894.

2. The words "city" or "cities" in the civil service rules shall be construed to include and be applied to any town to which they may be applicable under chapter 267 of the Acts of 1894.

FIRST DIVISION.

Rule VI.

First division, two Schedules, A and B.

1. There shall be two schedules under the first division, known as Schedule A and Schedule B.

Schedule A.

Amendments. Went into effect Oct. 1, 1894, and Feb. 15, 1897. See amendment, page 94.

2. Schedule A shall include the following classes: —

Class 1. Clerks, and other persons, under whatever designation, rendering services as copyists, recorders, book-keepers, agents, or any clerical, recording or similar service in the Commonwealth or the several cities, whether paid by time for work done, or by the piece, or in any other way, whose annual compensation is at a rate of less than eight hundred dollars.

See amendment, page 94.

Class 2. Persons occupying similar positions as those included in class 1, whose annual compensation is at the rate of eight hundred dollars and over.

See amendment, page 94.

Class 3. Inspectors, agents, almoners and all persons, under whatever designation, whose duties may be in part clerical.

Class 4. Stenographers and typewriters. Amendment. Went into effect Feb. 15, 1897.

Class 5. Messengers, and all persons under whatever designation performing messenger service, either permanently or temporarily, in any city of the Commonwealth not included in any of the above classes under this schedule: *provided, however*, one messenger of the mayor in each city is excepted herefrom. Amendment. Went into effect Feb. 15, 1897. See amendment, page 94.

Schedule B.

3. Schedule B shall include the following classes: —

Class 1. Turnkeys, watchmen, drivers of prison wagons, and all others doing police duty in the prisons, houses of detention, reformatories and in all other public institutions and departments of the Commonwealth and the several cities, not included in classes 3 and 4 of Schedule B; also watchmen, gatemen and guards in the public parks and ferries. See amendment, page 95.

Class 2. All members of the regular, permanent substitute and call forces of the fire department in the city of Boston.

Class 3. *a.* The detective force of the district police.
b. The inspection force of the district police.
c. The regular police force and all persons doing permanent police duty in and for and paid by any city of the Commonwealth, except the city of Boston.
d. The special, substitute or supernumerary police force and all persons doing temporary police duty in and for and paid by any city of the Commonwealth, except the city of Boston. Amendment. Went into effect Oct. 1, 1894. See amendment, page 95.

Class 4. All members of the regular and reserve police forces in the city of Boston.

Class 5. Engineers and assistant engineers, draw-tenders and assistant draw-tenders, employed on bridges in the cities of the Commonwealth. Amendment. Went into effect as to engineers Oct. 1, 1894.

Class 6. Foremen and sub-foremen of laborers in the cities of the Commonwealth. Amendment. Went into effect March 1, 1886.

Class 7. Inspectors of work, and all persons under whatever designation doing inspection service not included in Schedule A. See amendment, page 95. Amendment Went into effect Feb. 1, 1888.

Class 8. Engineers, janitors and persons having charge of steam boilers and furnaces in the school buildings in the city of Boston. Amendment. Went into effect Nov. 1, 1889.

Class 9. All members of the regular or permanent fire force of any city except Boston, and of any town accepting the provisions of chapter 267 of the Acts of the Legislature of 1894, after the mayor and aldermen of such city or the selectmen of such town shall have requested the commissioners to include such force in the classified service. Amendments. Went into effect March 1, 1893, and May 1, 1895. See amendment, page 95.

Amendment. Went into effect Nov. 1, 1893.

Class 10. All truant officers in the city of Boston.

Amendments. Went into effect Oct. 1, 1894, and May 1, 1895. See amendment, page 96.

Class 11. Engineers, janitors and persons having charge of public school buildings heated by other means than direct furnace or stove heat, in any city except Boston, and in any town accepting the provisions of chapter 267 of the Acts of the Legislature of 1894, after the school committee of such city or town shall have requested the commissioners to include such force in the classified service.

Amendment. Went into effect Feb. 15, 1897. See amendment, page 96.

Class 12. Superintendents, assistant superintendents, deputies and other persons, under whatever designation, performing any of the duties of a superintendent, in any city of the Commonwealth or in any town of the Commonwealth accepting the provisions of chapter 267 of the Acts of 1894, excepting so far as the same are exempted by statute.

Amendment. Went into effect Feb. 15, 1897. See amendment, page 96.

Class 13. Civil engineers, draughtsmen, transitmen, levellers, chainmen, rodmen and all assistants, under whatever designation, except laborers, employed in any city of the Commonwealth or in any town accepting the provisions of chapter 267 of the Acts of 1894.

Amendment. Went into effect Feb. 15, 1897.

Class 14. The aids and other persons, under whatever designation, employed in detective service in the office of the State Fire Marshal.

Qualifications.

Rule VII.

State service, residence of applicants.

1. Applicants for appointment to any position in the service of the Commonwealth, to which these rules apply, must be citizens of the United States who have resided in the Commonwealth for one year next preceding the date of their application. But this restriction shall not apply to positions in which special expert knowledge is required.

City service, residence of applicants.

2. Applicants for appointment in the service of a city must be citizens of the United States, who have resided in the Commonwealth for one year and in the city in which they seek service for six months next preceding the date of their application, except where special qualifications are required, and the appointing officer requests in writing that the examination be open to persons who are not citizens or residents.

Rule VIII.

Disqualifications for appointment, §§ 3, 4, c. 320, 1884.

No application for appointment will be received from any vender of intoxicating liquor, or any person habitually using

intoxicating beverages to excess; or any person who, within the year preceding his application, has been convicted of any offence against the laws of this Commonwealth.

Rule IX.

1. A good moral character is an essential qualification, and is of paramount importance in determining an applicant's right to admission to the eligible list. Moral character.

2. The burden of proof of good character shall in all cases be upon the applicant, who may be required by the commissioners to furnish evidence thereof additional to the certificates required in his application. Burden of proof.

3. Failure by the applicant to prove good character shall exclude him from examination and from the eligible list; and proof at any time produced to the commissioners of the bad character or dissolute habits of an applicant or eligible, of any criminal or disgraceful act committed by him, or his dismissal for good cause from the public service, shall be sufficient to exclude him from examination or to remove his name from the list of eligibles. Failure to prove good character.

4. No person shall be so excluded from examination, and no one shall be removed from the eligible list, under this rule, except after an opportunity to be heard and upon a finding of the commissioners and a record thereof, containing the names of the commissioners voting therefor and a statement of the grounds of their action. Applicant entitled to a hearing.

Rule X.

1. In Schedule A there is no requirement as to age, height and weight, except that female applicants must be not less than eighteen years of age at the time of filing the application. Amendment as to age. Went into effect Oct. 1, 1894

2. In Schedule B there shall be the following requirements of age, height and weight: —

a. In class 1 (the prison service) there is no requirement as to age, height and weight, except that applicants for appointment in the State Prison and Massachusetts Reformatory shall be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds. Amendment. Went into effect Oct. 1, 1894. See amendment, page 96.

b. In class 2 applicants for appointment to the fire force of Boston must be not less than twenty-two nor over thirty years of age at the time of making application, and must be not less than five feet five inches in height and weigh not less than one hundred and thirty-five pounds; *provided*, *however*, that applicants for appointment in the call force of the fire department of Boston, who are serving as call substitutes in said department, may, for the purpose of making themselves eligible under the rules for examination, deduct from their actual age any time not exceeding five years during which they have served in such capacity; and *provided*, *further*, that applications for appointment as permanent substitutes may be made by persons serving in the call force who are under forty years of age.

Amendments. Went into effect Oct. 1, 1894, and Feb. 15, 1897.

c. In class 3 applicants for appointment to the police force of any city other than Boston must be not less than twenty-two nor over forty years of age, and applicants for appointment to the district police force must be not less than "twenty-two nor over fifty-five years of age at the time of filing the application;" *provided*, *however*, that this limitation as to age shall not apply to persons who served in the army or navy of the United States in time of war, and have been honorably discharged therefrom. In all cases in this class, except the inspection force of the district police, applicants must be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds.

Amendment. Went into effect Feb. 1, 1888.

Amendment. Went into effect Oct. 1, 1894.

d. In class 4 applicants for appointment to the police force of Boston must be not less than twenty-five nor over thirty-three years of age at the time of filing the application, and must be not less than five feet eight inches in height and weigh not less than one hundred and forty pounds.

Amendment. Went into effect March 16, 1891.

e. In all other classes in Schedule B there is no requirement as to age, height or weight, except class 9 and class 10.

As amended March 1, 1893, and Nov. 1, 1893.

f. Applicants for appointment in class 9 of Schedule B shall be not less than twenty-two nor over thirty-five years of age at the time of making application, and shall be not less than five feet four inches in height and weigh not less than one hundred and twenty pounds; *provided, however*, that call men serving in the fire department may deduct from their actual age any time not exceeding five years during which they have continuously served in such capacity. Amendment. Went into effect March 1, 1893.

g. Applicants for appointment in class 10 of Schedule B shall be not less than thirty nor over forty-five years of age at the time of making application. Amendment. Went into effect Nov. 1, 1893.

h. In all cases under this rule applicants shall be measured in bare feet and shall be weighed without clothing. Amendment. Went into effect Oct. 1, 1894.

Application.

Rule XI.

1. Application for admission to examinations in the first division may be made at any time, and shall be on blanks in a form prescribed by the commissioners. Applications for appointment to positions in the service of the Commonwealth, and of the city of Boston, may be filed in the office of the commissioners in Boston; applications for appointment to positions in the service of cities other than Boston may be filed with the local board of examiners in the city where service is sought, or at such other place as the commissioners may hereafter designate. Applications, how made.

2. Each applicant for examination must state, on oath, and in his or her own handwriting: 1. Full name, residence and post-office address. 2. Citizenship. 3. Age. 4. Place of birth. 5. Health, and physical capacity for the public service. 6. Right of preference by reason of military or naval service. 7. Previous employment in the public service. 8. Business or employment, and residence, for the previous five years. 9. Education. 10. Such other information shall be furnished as may reasonably be required touching the applicant's fitness for the public service. Form of applications.

Rule XII.

1. The word "veteran" in these rules shall mean a person who served in the army or navy of the United States in the Definition of word "veteran." Amendment. Went into effect Feb. 15, 1897.

time of the war of the rebellion, and was honorably discharged therefrom; and also a citizen of Massachusetts who has distinguished himself by gallant and heroic conduct while serving in the army or navy of the United States, and who has received a medal of honor from the President of the United States.

Veterans to file application. As amended Feb. 15, 1897.

2. Any veteran desiring appointment to office or employment in the service classified under the Civil Service Rules, without having passed any examination provided for therein, shall file an application for such appointment, stating on oath: (1) his full name, residence, and post-office address; (2) the office he seeks; (3) that he desires appointment without having passed any examination provided for by the Civil Service Act or the rules thereunder; (4) his service in the army or navy of the United States in the time of the war of the rebellion, and discharge therefrom; (5) that he has not suffered loss of limb, or other physical impairment, which incapacitates; (6) his citizenship; (7) that he does not habitually use intoxicating beverages to excess, and is not a vender of intoxicating liquor; (8) that he has not within one year been convicted of any offence against the laws of this Commonwealth.

Application to be supported by certificates.

Such application must be supported by certificates that the applicant has all the qualifications required by law of veterans. Such application, if for an office or employment in the service of the Commonwealth or of the city of Boston, shall be filed in the office of the commissioners in Boston; if for an office or employment in the service of any city other than Boston, it shall be filed with the local board of examiners in such city.

Rule XIII.

Applications must be supported by certificates.

Every application must be supported by certificates of good moral character, health, and physical and mental capacity for doing the public work, the certificates to be in such form and number as the commissioners shall prescribe. But no recommendation which may be given by any Senator, member of the House of Representatives, alderman or councilman, except as to the character or residence of the applicant, can be received or considered by any person concerned in making any appointment under these rules.

Recommendations not received from certain legislators. § 5, c. 320, 1884.

Rule XIV.

Application for more than one class. See amendment, page 96.

No application from the same person will be received for appointment or employment in more than one of the schedules

or classes of the Civil Service as herein designated; but this shall not apply to persons who served in the army or navy of the United States in the time of the war of the rebellion, and were honorably discharged therefrom.

Rule XV.

Effect of false statements.

Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, or any complicity by him in any fraud, shall be regarded as good cause for excluding him from the eligible list, or for his removal or discharge during probation or thereafter.

Rule XVI.

Defective applications returned.

Defective applications will be returned to applicants with a notice to amend the same. Whenever the application shows that the applicant is not qualified under the rules and regulations, the application will be rejected, and the applicant notified of the reason therefor.

Rule XVII.

Reception of applications and notice to applicants.

The date of the reception of each application shall be endorsed thereon, and the application recorded; and if the applicants for admission to any class are in excess of the number that can be examined at a single examination, they will be notified to appear in the order in which their names are entered; *provided*, that persons who have served in the army or navy of the United States in time of war, and been honorably discharged therefrom, shall have precedence in such notification.

Rule XVIII.

Fire department of Boston, — applications, etc.

In class 2, Schedule B (the fire department of Boston), applications shall be received only for appointment to the "call force" and the "permanent substitute force." Permanent substitutes may be appointed in the regular force without further examination or certification, *provided* they have served as permanent substitutes at least six months.

Rule XIX.

May file new application.

Any person possessing the required qualifications may file a new application after the expiration of six months from his

educational examination, and not earlier; *provided*, that, if his name be upon the eligible list, it shall be withdrawn therefrom upon the filing of his application.

Examination.

Rule XX.

Examinations, character, notice of.

1. All examinations shall be absolutely impartial, practical in their character, and with paramount regard to matters which will fairly test the relative capacity and fitness of the persons examined for the service which they seek to enter.

Political or religious opinions not to influence appointments. § 16, c. 320, 1884.

2. No question in any examination shall relate to political or religious opinions or affiliations, and no appointment or selection to an office, or for employment within the scope of these rules, shall be in any manner affected or influenced by such opinions or affiliations.

Time and place of examination.

3. The examinations shall be held at such times and places as the commissioners may designate, and proper notice thereof given. So far as practicable, the examination of applicants for appointment in the service of a city shall be held therein.

Rule XXI.

Subjects of examination designated. See amendment, page 96.

1. The subjects of examination may be designated from time to time by the commissioners, and shall be such as the needs of the service require, and such as tend to prove the qualifications of the applicant for the office sought.

How graded.

2. Proficiency in any subject shall be credited in grading the standing of the person examined, in proportion to the value of a knowledge of such subject in the branch or part of the service which the applicant seeks to enter.

Must obtain sixty-five per cent.

3. No one shall be entitled to be certified for appointment whose standing upon a just grading in the examination shall be less than sixty-five percentum of complete proficiency in such of the subjects of the examination as may be designated by the commissioners.

Examinations where special skill and experience are required.

4. The commissioners may also order examinations upon other subjects of a technical or special character, to test the capacity which may be needed in any part of the classified service which requires peculiar information or skill. Examinations hereunder may be competitive or non-competitive. The application for, and notice of, the special examinations,

the records thereof, and the certification of those found competent, shall be such as the commissioners may prescribe.

Rule XXII.

1. Where physical qualifications are necessary, the commissioners will provide for examinations to determine them. Physical examinations.

2. The examinations to test the physical soundness of applicants for positions in the classified service shall be made by the medical examiners, if for the Commonwealth service, and by the city physicians, or their assistants, if for city service, unless the commissioners shall appoint a physician to conduct such examinations. The results of such examinations shall be certified on blanks furnished by the commissioners. By whom made. Amendment. Went into effect Oct. 1, 1894.

3. Each applicant in any of said classes may be required to undergo such further physical examination as the commissioners may prescribe, adapted to ascertain his special fitness for the service for which he has applied. Any such examination shall be made by a suitable examiner, to be appointed by the commissioners, and the result shall be recorded upon blanks provided for the purpose. Additional physical examination.

Rule XXIII.

No person, while remaining eligible on any register, shall be admitted to a new examination, except in special cases where the office to be filled requires special qualifications. Eligibles not admitted to examination.

Eligible List.

Rule XXIV.

1. Those examined shall be marked and graded according to their excellence, as shown by their examination, and shall have their grade entered upon a register. Separate registers may be kept of those seeking to enter any part of the service in which special qualifications are required. When examined, applicants shall be graded.

2. Every veteran applying for appointment without examination, who shall have furnished satisfactory evidence that he possesses the qualifications claimed in his application, shall have his name entered upon an eligible list without examination. Veterans eligible without examination. As amended Feb. 15, 1897.

3. No person shall remain eligible more than one year upon any register, unless he shall so request; in which case, under such regulations as the commissioners may make, his name Eligible one year. See amendment, page 97.

may, without further examination, be continued upon the eligible list for a second year.

Rule XXV.

Persons examined may have a certificate.

The commissioners may give to any person examined a certificate of his or her marking.

Requisition and Certification.

Rule XXVI.

Requisition.

Whenever there is a vacancy to be filled in the classified service, the appointing officer or power shall make requisition upon the commissioners for the names of eligible persons.

Rule XXVII.

Certification of eligible persons. Amendment. Went into effect Feb. 15, 1897.

1. Whenever any officer or board having the power of appointment to any office or employment under these rules shall make requisition, not expressly calling for women, the commissioners shall certify the names of all veterans who have passed the examination for the position sought, in the order of the respective standing of such veterans upon the list; and in case there is no such veteran upon the list, then the commissioners shall certify the names of the three most eligible persons not veterans upon the list. In case such officer or board shall in the requisition request the certification of women, then the commissioners shall certify the names of the three women standing highest upon the eligible list.

2. The appointment or employment shall be made from the list of names so certified, subject to the provisions of the following section: —

3. Whenever any officer or board having the power of appointment to any office or employment shall in his requisition so request, the names of any or all veterans registered under Rule XII. shall be certified, and any of the veterans so certified may be appointed or employed in the office or position sought.

Rule XXVIII.

Certification of specialists. See amendment, page 97.

Whenever the commissioners are notified that proficiency in any special subject is needed in the position to be filled, they may certify the names of three persons on the eligible list having the highest standing (not being below the minimum of sixty-five) in such special subject.

Rule XXIX.

1. No person on any register shall be certified more than three times for the same office, except upon the request in writing of the appointing officer; *provided, however*, if the office requires special or expert qualifications, persons may, in the discretion of the commissioners, be certified more than three times.

No person to be certified more than three times, except, etc.

2. Clause 1 of this rule shall not apply to veteran soldiers or sailors; and it shall not apply to persons other than such veterans, when certified for appointment with a veteran of equal or higher standing, or with one who receives the appointment, though not within the number of those entitled by reason of examination to be certified.

Rule XXX.

Repealed Feb. 15, 1897.

[*When an appointing officer in his requisition shall so request, the name of any veteran soldier or sailor standing upon the list shall be certified to him for appointment. When an appointing officer in his requisition shall request that the certification be restricted to veteran soldiers or sailors, the names of all veterans upon the list shall be certified. In such case the certification shall specify those who have passed the examination and the marking of each. When an appointing officer shall so request, those entitled by reason of examination to certification, and any veteran named, or all veterans upon the list, shall be certified to him.*]

Rule XXXI.

Sex.

In case the requisition for certification, or any law or regulation, shall call for persons of one sex, those of that sex shall be certified; otherwise, sex shall be disregarded in certification.

Rule XXXII.

Certification of additional names.

If it is shown that any person certified is unsuitable for the position to be filled, the commissioners may certify an additional name; but in every such case the reason for so doing shall be stated in such certification.

Appointment.

Rule XXXIII.

Appointment.

No person shall be appointed to any office or employment in the first division except in the manner provided by these rules.

Rule XXXIV.

Substitutes, specials and supernumeraries. See amendment, page 97.

No person serving temporarily, or as a substitute, special or supernumerary official, under whatever designation, in any position in the classified service, except the reserve police and permanent substitute forces of the city of Boston, shall be appointed to any permanent position without requisition and due certification for such position.

Rule XXXV.

Repealed Feb. 15, 1897.

1. [*From the names certified the appointing power shall make a selection to fill the vacant place, subject, however, to the provisions of the following clause, giving preference in appointments to certain persons.*]

Repealed Feb. 15, 1897.

2. [*In all cases of certification for appointment of examined persons under the Civil Service rules in accordance with the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, persons certified who have served in the army or navy of the United States in time of war, and been honorably discharged therefrom, shall be appointed in preference to other persons certified who have not a higher standing on the eligible list; and persons thus preferred shall not be disqualified from holding a position in the Civil Service on account of any physical disability, provided such disability does not render them incompetent to perform the duties.*]

Appointing officer to be furnished with examination papers, etc.

3. In the selection from the persons whose names are certified by the commissioners, the appointing officer, upon written requisition therefor, will be furnished with the applications, the certificates and examination papers of the persons certified; and, in the exercise of his responsible power of selection, he may summon personally before him the certified persons for such verbal inquiries as he may deem proper. All papers furnished upon requisition as above must be returned to the commissioners with the notice of selection.

Rule XXXVI.

Provisional appointment. Amendment. Went into effect Oct. 1, 1894.

In cases where there is no suitable eligible list and the commissioners are unable to comply with the requisition, they may, in their discretion, allow a provisional appointment, which may continue until a list of eligibles is obtained by examination, or they may authorize the appointing power to select a suitable person, who shall be subjected to a non-competitive examina-

tion, and, if found qualified, shall be certified for appointment; *provided, however*, that, whenever practicable, a competitive examination of applicants for the office shall be held.

Rule XXXVII.

Every original appointment or employment in the permanent service in the first division shall be for the probationary period of six months; at the end of which time, if the conduct and capacity of the person appointed have been found satisfactory to the appointing power, the probationer shall be absolutely appointed or employed, but otherwise be deemed out of the service.

Original appointments shall be for a probationary period.

Rule XXXVIII.

1. [*Where the compensation of any person in class 8 of Schedule B (engineers and janitors of school buildings) does not exceed three hundred dollars a year, the commissioners may, in their discretion, allow appointment to the position without examination, and no person so appointed shall receive more than said compensation, unless duly certified for appointment after examination; provided, however, that when a person appointed under this rule shall have served two years in the position, he may be transferred or promoted upon passing a non-competitive examination.*]

Appointment in Schedule B, class 8. Amendment. Went into effect Oct. 1, 1894. Repealed. See new rule, page 97.

2. [*When the compensation of any person in class 5 of Schedule A (messengers in cities) does not exceed four hundred dollars per year, the commissioners may, in their discretion, allow appointment to the position without examination; provided, however, that no person so appointed, or who may be employed as a messenger, when this rule shall take effect, shall be transferred or promoted to any position in the classified service, except that a messenger so appointed or employed without examination may, after two years of continuous service as such, be promoted or transferred upon passing a non-competitive examination.*]

Amendment. Went into effect Feb. 15, 1897. Repealed. See new rule, page 97.

Where a person certified has been appointed, but not employed, his name shall not be removed on account of such appointment from the eligible list, but shall be regarded as continued thereon as though never certified.

By amendment. See page 97.

Rule XXXIX.

Every person having the power of appointment to, or employment in, any position in the first division, shall, within ten days, give notice in writing to the commissioners of the name and place of residence of any person appointed or employed in such

Commissioners to be notified of person selected, etc.

position, of the rejection of any such person during or after probation, and of the transfer, promotion, resignation or removal, discharge or death, of any person serving under him, with the dates thereof.

Reappointment.

Rule XL.

Reappointment, no examination for. As amended Feb. 15, 1897.

1. No examination shall be required upon a reappointment of any person to the same office immediately upon the expiration of his term of office.

Reinstatement of persons dismissed. As amended Feb. 15, 1897.

2. Any person appointed to, or employed in, any position in the first division of the classified service, who shall be found or certified to the commissioners by the proper authorities to have been dismissed or separated therefrom without fault or delinquency on his part, may be reinstated without further examination, in the same part or grade of such service at the same office, within six months next following such dismissal or separation.

Temporary Service.

Rule XLI.

No person shall be appointed for temporary service, unless regularly certified, except, etc. Amendment. Went into effect Oct. 1, 1894.

1. Appointments in the first division for temporary service shall be made in accordance with the civil service rules, except in case of emergency, where the public business would suffer from delay in filling the position as herein provided. In no case shall such appointment or employment for an emergency continue for more than ten days, and no reappointment or employment of the same person, or of another to the same position at the end of such period, shall be allowed. And in every such case the officer making the appointment, or furnishing the employment, shall report the same to the commissioners within five days, with the reason therefor and the time for which the temporary appointment or employment is necessary.

Provisional appointments in certain cases.

2. If for any sufficient reason it shall be impracticable to certify the names of persons who have passed a competitive examination in due season for any appointment or employment in any position in the first division, the commissioners may provide for a provisional appointment by non-competitive examination or otherwise.

Transfer.

Rule XLII.

Transfer without examination may be made from a position in one department, office or institution, to a similar position in another department, office or institution, upon the consent in writing of the heads of the respective departments, offices or institutions; *provided, however*, that no person shall be transferred from class 3 of Schedule A, clerical offices requiring special qualifications, who has never passed a competitive examination under the rules, which entitles him to be placed on an eligible list for the position to which he desires transfer.

Transfer without examination. See amendment, page 97.

Police officers may be transferred from one place to another, under section 11, chapter 28, of the Public Statutes, without examination or notice to the commissioners.

Promotion.

Rule XLIII.

1. Promotions, within the several schedules and classes of the first division of the classified service, except as hereinafter provided, shall, so far as practicable, be made by successive grades, and may be by competitive or non-competitive examination; *provided, however*, that no person shall be promoted who has not passed a suitable examination under the rules, and has not served at least one year in the lower position.

Amendment. Went into effect Oct. 1, 1894.

2. Promotions in class 2 of Schedule B (fire service of Boston) may be by competitive or non-competitive examination; *provided, however*, that promotions from the call to the permanent substitute force shall be made only through competition with all applicants for said force.

3. Promotions in class 3 of Schedule B (police service of cities other than Boston) shall, so far as practicable, be by successive grades; *provided, however*, that no special, supernumerary, substitute, reserve, or temporary police officer, under whatever designation (unless a permanent reserve force in any city is established by act of the Legislature), shall be promoted to the regular or permanent force, or assigned to permanent

duty, except after competition with all applicants for said force.

4. Promotions in class 4, Schedule B (police service of Boston), shall, so far as practicable, be by successive grades and through competitive or non-competitive examination.

5. Promotions in class 5, Schedule B, from assistant draw-tender to draw-tender, may be made through non-competitive examination.

6. Promotions in class 6 of Schedule B, from assistant or sub-foreman to foreman, may be made through non-competitive examination.

7. Promotions in class 8 of Schedule B (janitors, etc.), may be made without examination; *provided, however*, that no person shall be promoted or transferred from a position in a furnace-heated school to a steam-heated school without having passed a suitable examination in the care and handling of steam.

SECOND DIVISION.

Labor Service.

Rule XLIV.

Schedules C and D to include day laborers and mechanics.

Amendment. Went into effect May 1, 1895. See amendment, page 98.

Under the second division of the civil service there shall be two schedules, to be known as Schedule C and Schedule D. Schedule C shall include all male laborers and mechanics in the employ of the city of Boston, to be designated as the labor service of the city of Boston. Schedule D shall include all male laborers and mechanics in the employ of each of the other cities of the Commonwealth, or of any town accepting the provisions of chapter 267 of the Acts of the Legislature of 1894, to be designated as the labor service of such city or town. The commissioners may from time to time provide for the registration and certification of such employees in any of said cities or towns; and they may, in their discretion, discontinue such registration and certification in any of said cities or towns whenever such city or town shall fail to appropriate such sum of money as, in their opinion, is necessary to provide for the full enforcement of all rules and regulations relating to the labor service of such city or town. Notice of their action in

each case shall be certified to the mayor of such city or the selectmen of such town, and shall be published in one or more newspapers therein.

Rule XLV.

Laborers, how registered. Amendment. Went into effect Feb. 15, 1897.

1. Every appplicant for labor, who produces satisfactory evidence of his capacity for labor and his habits as to industry and sobriety, shall be registered in the order of his application, at such convenient times and place or places as shall be designated by the commissioners. He shall state under oath the (1) name, (2) age, (3) residence, (4) citizenship, (5) number and relationship of persons depending for support upon the applicant, (6) service in the army or navy in time of war (7) previous occupation (8) references, (9) personal description, and such other information as may be required.

Applicants shall file certificates. Amendment. Went into effect Feb. 15, 1897.

2. Every applicant shall file a certificate, signed by two reputable citizens, to the effect that he is qualified to perform the labor sought. Every applicant claiming preference as a veteran shall also produce satisfactory evidence of his service in the army or navy of the United States in the time of the war of the rebellion and his honorable discharge therefrom.

Certificate from appointing officer. Amendment. Went into effect Feb. 15, 1897.

3. No certificate from an appointing officer in regard to the capacity of a mechanic or laborer applying for registration shall be received, unless the mechanic or laborer has worked in the department, and the appointing officer has an official knowledge of his capacity.

May require physical examinations. Amendment. Went into effect Feb. 15, 1897.

4. The commissioners may in their discretion provide and require examination regarding the physical qualifications of any applicant. No applicant shall be registered unless he appears to be qualified therefor.

Requisition and certification. Amendment. Went into effect Feb. 15, 1897.

5. When the services of laborers are required, the appointing officer or board shall notify the commissioners, stating the number of men wanted, the precise nature of the labor in which they are to be employed and the time and place of employment. The commissioners shall thereupon certify the names with the residences of veterans registered and qualified for the required labor. In case there is not a sufficient number of veterans so registered and qualified for the required labor, the commissioners shall certify twice the number of men called for, over and above the number of veterans, if any, certified, making an impartial selection, giving preference, *first*, to those

who have had experience in the department, and, *second*, to those having families dependent upon them for support.

Requisition for young men. Amendment. Went into effect Feb. 15, 1897.

6. In case the appointing officer or board shall in the requisition certify that the labor to be performed is so arduous as to require the services of young and vigorous men, and shall designate a maximum age limit, the commissioners may recognize such age limit, if satisfied of the truth of the certificate.

Selection, how made. Amendment. Went into effect Feb. 15, 1897.

7. The selection shall be made from the list so furnished, and the names of those employed shall be returned to the commissioners forthwith. At the end of their term of service, the persons so employed may keep their places on the register, upon application to the commissioners and proof that their labor has been satisfactory.

When unable to fill requisition.

8. In case the commissioners are unable to fill a requisition for laborers, the fact shall be certified to the officer making the requisition, who shall then make the selection under such regulations as the commissioners may from time to time prescribe.

Selection in cases of emergency. Amendment. Went into effect Feb. 15, 1897.

9. In cases of emergency, where the labor of a department would suffer from delay in filling a vacancy in the labor service, as herein provided, the appointing officer may make a temporary appointment without requisition upon the commissioners; *provided, however*, that in no case shall such temporary appointment or employment continue for more than five days, and no reappointment or employment of the same person or of another to the same position at the end of such period shall be allowed. And in every such case the officer making the appointment or furnishing the employment shall report the same to the commissioners within five days, with the reason therefor.

Suspension for six months. Amendment. Went into effect Feb. 15, 1897.

10. Any mechanic or laborer suspended and not actually employed in the department in which he is enrolled shall at the end of six months be deemed to be out of the service and shall not be thereafter employed, except after registration and certification by the commissioners; and the appointing officer shall forthwith report to the commissioners the name of any mechanic or laborer so suspended; *provided, however*, that this provision shall not apply to veterans.

Not to be employed in work other than that for which certified. Amendment. Went into effect Feb. 15, 1897. See amendment, page 98.

11. No mechanic or laborer shall be employed in labor other than that for which he is certified, until after such person shall have been continuously employed in the same labor in the same department for which he was certified for at least two months; *provided, however*, that this provision shall not apply to veterans.

12. Any mechanic or laborer who shall be found or certified to the commissioners by the appointing officer to have been dismissed from the service without fault or delinquency on his part may be reinstated in such service in the same department within three months next following such dismissal.

Reinstatement. Amendment. Went into effect Feb. 15, 1897.

Offices not included in Rules.

Rule XLVI.

Upon the request of any officer or board having the power of appointment to any office or position in the service of the Commonwealth, or any of the cities thereof, to which these rules do not apply, the commissioners will furnish names from any list of eligible persons to fill a vacancy in such office or position; or they will, whenever practicable, hold competitive or non-competitive examinations for such office or position.

Applicants for offices not covered by rules may be examined.

The foregoing rules, prepared by the Civil Service Commissioners, are hereby transmitted to the Governor and Council for their approval.

CHAS. THEO. RUSSELL, Jr.,
ARTHUR LORD,
EDWARD P. WILBUR,
Civil Service Commissioners.

November 19, 1889.

In Council, November 27, 1889,

Approved: HENRY B. PEIRCE,
Secretary of the Commonwealth.

A true copy.

Attest: WARREN P. DUDLEY,
Secretary of Civil Service Commissioners.

Due notice was given that the foregoing Civil Service Rules would go into operation on the first day of March, A.D. 1890.

AMENDMENTS TO THE RULES.

[AMENDMENTS TO THE CIVIL SERVICE RULES, PREPARED BY THE CIVIL SERVICE COMMISSIONERS UNDER THE AUTHORITY OF CHAPTER 320 OF THE ACTS OF THE YEAR 1884.]

I.

Rule VI., Article 2, is amended to read as follows: —

Schedule A.

2. Schedule A shall include clerks, copyists, recorders, book-keepers, inspectors, agents, almoners, visitors, stenographers, typewriters, messengers, and persons rendering service similar to that of any of the above-specified positions, in the service of the Commonwealth or of any city thereof, under whatever designation, whether such service is permanent or temporary, and whether the same is paid by time for work done, by the piece, or in any other manner.

There shall be the following classes in Schedule A: —

Class 1. Persons rendering service as clerks, copyists, recorders, book-keepers, or any similar service, whose annual compensation is at the rate of less than eight hundred dollars.

Class 2. Persons rendering similar service to those included in class 1, whose annual compensation is at the rate of eight hundred dollars and over.

Class 3. Agents, almoners, inspectors other than inspectors of work, visitors, and all persons rendering similar service, under whatever designation, whose duties may be in part clerical.

Class 4. Stenographers and typewriters.

Class 5. Messengers, office boys over sixteen years of age, and all persons, under whatever designation, performing messenger or similar service: *provided, however*, the messengers of the Governor, and one messenger of the mayor of any city, are excepted herefrom.

Schedule B.

There shall be the following classes in Schedule B: —

Class 1. Turnkeys, watchmen, drivers of prison wagons, and all other persons doing police duty in the parks, public grounds, prisons, houses of detention, reformatories, and in all other public institutions, places and departments of the Commonwealth, and the several cities thereof, not included in classes 3 and 4 of Schedule B; also watchmen, gatemen and guards in the public parks and ferries.

Class 2. All members of the regular, permanent substitute and call forces of the fire department in the city of Boston.

Class 3. (*a*) The detective force of the district police; (*b*) the inspection force of the district police; (*c*) the regular and reserve police forces of, and all persons doing permanent police duty in and for and paid by any city of the Commonwealth, except the city of Boston; (*d*) the special, substitute or supernumerary police force, and all persons doing temporary police duty in and for and paid by any city of the Commonwealth, except the city of Boston.

Class 4. All members of the regular and reserve police forces in the city of Boston.

Class 5. Engineers and assistant engineers, draw-tenders and assistant draw-tenders employed on bridges in the cities of the Commonwealth.

Class 6. Foremen and sub-foremen of laborers in the service of the Commonwealth or any city thereof.

Class 7. Inspectors of work, and all persons, under whatever designation, doing inspection service, and not included in Schedule A.

Class 8. Engineers, janitors and persons having charge of steam boilers and furnaces in the school buildings in the city of Boston.

Class 9. All members of the regular or permanent fire force of any town or city, except Boston, after the selectmen of any town subject to the rules, or the mayor and aldermen of the city, shall have requested the commissioners to include such force in the classified service.

Class 10. All truant officers in the city of Boston.

Class 11. Engineers, janitors and persons having charge of public school buildings heated by other means than direct furnace

or stove heat in any town or city except Boston, after the school committee of such town or city shall have requested the commissioners to include such positions in the classified service.

Class 12. Superintendents, assistant superintendents, deputies and persons, other than the chief superintendents of departments, performing any of the duties of a superintendent in the service of any city of the Commonwealth.

Class 13. Civil engineers, surveyors, draughtsmen, transitmen, levellers, chainmen, rodmen and all assistants, under whatever designation, except laborers, in the service of any city of the Commonwealth.

Class 14. The aids and other persons, under whatever designation, employed in detective service in the office of the State Fire Marshal.

II.

Rule X., Article 2, Clause *a*, is hereby amended to read as follows: —

1. Applicants for appointment as metropolitan park police officers shall be not less than twenty-five and not over forty years of age at the time of filing the application, and must be not less than five feet seven inches in height, and weigh not less than one hundred and thirty-five pounds.

2. Applicants for appointment in the State Prison or Massachusetts Reformatory service must be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds.

3. Other than as herein provided, there shall be in this class no requirement as to age, height or weight, and in no case shall the requirements apply to veterans.

III.

Rule XIV. is hereby amended to read as follows: —

No application from the same person will be received for appointment or employment in more than two classes of the civil service, as herein classified; but this limitation shall not apply to veterans.

IV.

Rule XXI., Article 1, is hereby amended by adding at the end the words "and for this purpose the commissioners may subdivide any of the classes provided under Rule VI."

V.

Rule XXIV. is hereby amended by adding thereto Article 4:—

4. Where a person has been regularly certified and appointed under the rules, and then suspended from employment, he may at any time within one year of such suspension, if within two years of the time his name was placed upon the eligible list, have his name restored to such list, to the same effect as though not certified.

VI.

Rule XXVIII. is hereby amended by adding thereto the words "or they may certify from any list of eligibles in any class, if by them deemed suitable."

VII.

Rule XXXIV. is hereby amended to read as follows: —

No person serving temporarily, or as a substitute, special or supernumerary official, under whatever designation, in any position in the classified service, shall be appointed to any permanent position without requisition and due certification: *provided, however*, that, where a reserve police force has been established by law in any city, any member thereof may be appointed to the regular police force of such city without examination or certification, if he shall have served at least six months upon the reserve police force.

VIII.

Rule XXXVIII. is hereby repealed.

IX.

The following rule is hereby adopted: —

Rule XXXVIII. — Where a person certified has been appointed, but not employed, his name shall not be removed on account of such appointment from the eligible list, but shall be regarded as continued thereon as though never certified.

X.

Rule XLII. is hereby amended by adding thereto Article 2, as follows: —

2. A person in one class of the first division may be transferred upon non-competitive examination to a position in any

other class, provided such person shall have served at least one year in the former position, including any time of probationary service.

XI.

Rule XLIV. is hereby amended by adding in the third line, after the word "mechanics," the words "engineers and boys," and by adding in the sixth line, after the word "mechanics," the words "engineers and boys," and by adding thereto the following clause 2: —

2. The word "laborer" in these rules shall be construed to include mechanics, engineers, laborers, whether skilled laborers or unskilled, and boys employed in the labor service.

XII.

Article 11 of Rule XLV. is hereby amended so as to read: —

11. No laborer shall be employed in labor other than that for which he is certified until after such person shall have been actually and continuously employed in the same labor in the same department for which he was certified for at least three months: *provided, however*, that this provision shall not apply to veterans.

Approved by the Governor and Council, Nov. 15, 1899.

Attest: WARREN P. DUDLEY,
Secretary of Civil Service Commissioners.

Due notice was given that the foregoing amendments to the civil service rules would go into operation on the first day of February, A.D. 1900.

GENERAL REGULATIONS

ADOPTED BY THE

CIVIL SERVICE COMMISSIONERS.

The Chief Examiner.

1. The chief examiner shall, so far as practicable, attend the examinations held by the several boards of examiners.

He shall take care to secure accuracy, uniformity and justice in the proceedings of all examiners and boards of examiners under the rules and regulations; and such proceedings and all papers appertaining thereto shall at all times be open to him. He shall also, from time to time, inspect the proceedings and papers connected with examinations under the civil service rules, and shall make report of such inspection to the commissioners.

2. He shall prepare and submit to the commissioners proper schemes for examinations, and forms for blanks and records.

He shall take care that the rules and regulations are complied with, and shall bring any case of their infraction, or of injustice or irregularity, observed by him, to the attention of the commissioners. It shall be his duty, from time to time, to confer with the heads of departments, offices and institutions of the Commonwealth, and the several cities thereof, concerning the regularity, sufficiency and convenience of the examinations for the service under them. He shall perform such other appropriate duties as may be specified in these regulations, or otherwise assigned to him by the commissioners.

The Secretary.

3. The secretary shall keep the records of the proceedings of the commissioners, and have charge of, and be responsible for, the safe keeping of the books, records, papers and other property in their office. He shall make such certification as the commissioners may direct of those eligible for appointment or employment. He shall generally conduct the correspondence of the commissioners, and perform such other appropriate duties as they may assign to him.

Examiners.

4. Regular boards of examiners shall consist of not less than three nor more than five members, one of whom shall act as secretary; and a majority of any board may conduct an examination in the absence of the other members. The secretary of each board shall keep a complete record of its proceedings, and of all the examinations held by it, in such form as the commissioners may prescribe.

5. The board of examiners for each city shall promptly notify the commissioners of the need of holding an examination in and for such city; and thereupon the chief examiner shall, under the direction of the commissioners, issue authority therefor, and shall prepare questions and supervise the other preliminary arrangements.

6. The boards of examiners shall conduct the examinations, and estimate and mark the standing of the persons examined, or in a non-competitive examination shall mark the qualifications of the person examined.

7. Special boards will be selected, and special regulations for examinations will be issued by the commissioners when expedient.

8. No examiner or person serving under the commissioners shall attempt to influence the selection of any person for the civil service.

9. The examiners shall preserve order and decorum at examinations, and prevent any interference, by conversation or otherwise, with those under examination.

10. Each examiner will exercise diligence in securing fairness and preventing collusion and fraud in the examinations.

11. No examiner shall disclose, unless by consent of those examined, the results of the examination.

12. Any person, after receiving official notification of his standing, as ascertained by a competitive examination, may, in person or by duly authorized agent, inspect his examination papers.

13. Complaints of any injustice or unfairness on the part of any examiner or examining board, or by any one acting under the commissioners, may be made in writing to the commissioners, who will act as substantial justice in the premises may require.

14. Each examiner shall be entitled to receive from the appropriation for the expenses of administering the civil service law twenty cents for each applicant whose examination he shall attend, and twenty cents additional for each set of examination papers he

shall mark; the total number of papers prepared by one applicant being considered a set. For the additional service rendered by the secretary of each board of examiners of cities other than Boston, in registering the eligibles, certifying the same, conducting necessary correspondence, and in other ways, he shall be entitled to receive from the same appropriation the additional sum of twenty-five cents for each eligible so registered. [3, 24, '93.]

15. No person shall act as examiner in any examination of applicants for admission to the classified civil service, when he is an applicant or an eligible for a position in the class for which the examination is being held. [12, 21, '94.]

Competitive Examinations.

16. Applicants must present themselves punctually at the times and places specified in their official notices to attend, and they will be admitted to examination upon the production of such notices.

17. Each applicant in a competitive examination shall first be presented with a declaration paper, on which he will write his name, age, residence, examination number, etc., after which he will place it in an envelope, seal the envelope, and thereafter he shall mark each paper with his examination number only. The envelope shall not be opened until after all his examination papers are marked.

18. The sheets of questions will be numbered, and will be given out in the order of their numbers, each after the first being given only when the competitor has returned to the examiners the last sheet given to him. In general, no examination shall extend beyond five hours. Each applicant must complete his examination on the obligatory subjects before taking up any of the optional subjects.

19. The subjects of, and the time allowed for, the examination, will be announced before the first paper is given out.

20. Applicants for appointment in classes 2 and 4, Schedule B (the fire and police departments of the city of Boston), shall be examined by the city physician to test their physical soundness, and no one who fails to pass such examination shall be eligible for appointment.

Each applicant who shall have passed such examination, and also the educational examination, shall be required to undergo such further physical examination as the commissioners may from time to time prescribe, adapted to ascertain his special fitness for the service for which he has applied.

Such examination shall be made by a physical examiner, to be

appointed by the commissioners, and shall be recorded upon blanks provided for the purpose, upon which each required qualification shall be entered, and shall be marked with the percentage of excellence which the several applicants shall respectively be found to possess.

The percentage of each qualification shall be multiplied by the weight prescribed for each by the commissioners; and the quotient found by the division of the aggregate of value so arrived at, of each applicant, by the aggregate of weights shall constitute the percentage of condition of such applicant.

When an applicant for police or fire service in Boston fails to obtain sixty-five per cent. in either strength tests or development, he shall not be re-examined in those subjects until after he has filed a new application and undergone another examination as a new applicant. [1, 9, '91.]

To determine the standing of applicants for appointment in Class 4, Schedule B (the police force of Boston), equal weight shall be given to the physical and educational examinations; in Class 2, Schedule B (the fire force of Boston), the comparative weight to be given to each of such examinations shall be three to two. [1, 30, '94.]

21. Applicants for fire service in Boston, who have passed the examination and are on the eligible list for appointment to the permanent substitute force, may be certified for appointment to the call force upon the percentage obtained in their educational examination: *provided, however*, that such certification, or appointment in the call force, shall not affect their standing on the eligible list for the permanent substitute force.

22. Applicants for positions as watchmen and turnkeys in the State Prison and Massachusetts Reformatory shall undergo such physical examination by one of the medical examiners of the Commonwealth as may be from time to time prescribed by the commissioners.

Non-competitive Examinations.

23. In cases where a non-competitive examination may be needed, either to test the capacity of applicants for any part of the service which requires peculiar information or skill, or to fill a position for which there are no suitable candidates on the eligible list, or for promotion, or temporary appointment, or otherwise, the commissioners will provide for such examination.

24. Applicants for non-competitive examinations shall fill out and make oath to the proper application paper (without certificates); but any person named by the appointing power for non-

competitive examination may file such paper at any time before undergoing the examination.

25. The non-competitive examination shall conform, as nearly as practicable, in subject, questions and marking, to the competitive examination of the same grade.

26. Non-competitive examinations shall, in the absence of any special regulations to the contrary, be conducted by the chief examiner, and the papers marked by him with the assistance of such person as he may select.

Special Examinations.

27. Applications for any special examination must be made in the form prescribed by the commissioners, and must be accompanied by certificates, as required in cases of ordinary applications.

28. Whenever a special examination is to be held, proper notice shall be given by advertisement or otherwise.

29. Each special examination shall embrace the subjects approved by the commissioners, after consultation with the head of the office concerned, or the special examining board for such office; and shall, so far as appropriate, be conducted under the general regulations, as to the marking of examination papers and the grading of persons examined.

30. A special record of applicants, and a special register of eligible persons, shall be kept for each part of the service, or office requiring special examinations; and when the commissioners or the proper examining board shall be notified by the appointing officer of a vacancy in such part of the service, certification shall be made to him of the names of the three persons graded highest on the special list of persons eligible for the same.

31. In case competent special applicants do not apply, after suitable notice, the appointing officer may be authorized to select a person for non-competitive examination.

Marking.

32. Each examination paper shall be reviewed by a majority of the examiners conducting the examination; and, in any case of disagreement, the average of the markings made on any question or paper by all shall be the final marking on such question or paper.

33. The papers in each subject shall, whenever practicable, be examined, compared and marked before the papers in another subject are examined.

34. The marking of each question or subject shall be made on a scale of 100, which shall represent entire accuracy. Handwriting will be judged by its legibility, uniform and correct formation of letters and ease of execution. Upon a comparison of the handwriting of all, the best and worst should be first determined, and the two extremes of the scale thus fixed; the others should be marked relatively to them. In writing from dictation or copying from manuscript, the omission, repetition or substitution of words, the erasures, blots and other evidences of carelessness, will reduce the marking below 100. Abstracts or summaries of documents, and letter-writing, will be marked as in handwriting, by determining the best and worst examples; and the examiners, having marked these, will then mark the others proportionately.

35. In each of the other subjects, each question shall be marked on a scale of 100; and the sum of such markings, divided by the number of questions in that subject, shall determine the standing on such subject.

36. In marking the examination papers of applicants for police, prison and fire service, orthography shall not be marked as a subject to which a special weight is attached; but errors in orthography shall be taken into account in marking the exercises in copying, letter-writing and reporting.

37. The following examples show the method by which the standing of each competitor is obtained. The weights here given to the different subjects are not to be regarded as the standard weights; these, and also the subjects, will be varied to meet the requirements of the position to be filled.

EXAMINATION OF_____

(For a position in Class 1, Schedule A.)

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship,	80	4	320
Dictation,	75	2	150
Copying rough draft,	70	3	210
Orthography,	85	1	85
Arithmetic,	82	3	246
Composition,	70	2	140
	–	15	1,151
General average standing,	–	–	76.73

EXAMINATION OF _____

(For a position in Class 2, Schedule A.)

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship,	85	4	340
Dictation,	90	2	180
Copying rough draft,	96	3	288
Orthography,	100	1	100
Arithmetic,	80	3	240
Interest and discount,	75	2	150
	–	15	1,298
General average standing,	–	–	86.53

EXAMINATION OF _____

(For a position in Schedule B.)

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship,	70	2	140
Copying,	80	2	160
Clearness and correctness of statement,	75	3	225
Experience,	80	3	240
Arithmetic,	70	2	140
Local data; duties,	70	3	210
	–	15	1,115
Educational qualifications,	–	–	74.33
Physical qualifications,	–	–	85.
	–	2	159.33
General average standing,	–	–	79.66

It will be observed that the standing on each subject is multiplied by the weight given that subject, and the product placed in the third column; the sum of these products, divided by the sum of the weights, gives the general average standing.

Eligible List.

38. The names of those found eligible shall be enrolled upon a register in form prescribed by the commissioners.

39. Priority of date in examination will give no advantage in position on the eligible list.

40. The names of persons placed on the eligible list in Class 2 of Schedule A (the higher clerical service) may also, upon request in writing, be placed on the eligible list for positions in Class 1 of Schedule A, with the same standing.

41. Persons whose names are on the eligible list for the prison service of a city may, upon request in writing, have their examination papers marked by the State Board of Examiners; and, if they are found qualified, their names may be placed on the eligible list for the prison service of the Commonwealth. Persons whose names are on the eligible list for the prison service of the Commonwealth, who have been residents of the city in which they reside for six months, may, upon request in writing, have their examination papers marked by the board of examiners for the city in which they reside; and, if they are found qualified, their names may be placed on the eligible list for the prison service of said city.

42. Persons whose names have been on an eligible list one year may, upon request in writing, and satisfactory evidence in regard to health and other qualifications, be continued upon the eligible list without further examination for a second year.

Certification.

43. In all cases of certification, the appointing officer is entitled to three names. He can make requisition to fill each vacancy, and receive three names; or, for his own convenience, unless otherwise ordered in any particular case by the commissioners, in cases where more than one vacancy exists, he can, in one requisition, call for names to fill all the vacancies. In that case he will receive together the names he would have received in separate certifications. As no person under the rules is entitled to certification more than three times except by consent of the appointing power, this porportion shall be as follows: For one vacancy, three names shall be certified; for two vacancies, four names; for three vacancies, five names; then for each multiple of three vacancies, the same multiple of five names; for one vacancy over a multiple of three, three names additional to those prescribed for such multiple; for two vacancies over a multiple of

three, four names in addition to those prescribed for such multiple. For example: —

For 1	vacancy	certify	3	names.	For 11	vacancies	certify	19	names.
2	vacancies	"	4	"	12	"	"	20	"
3	"	"	5	"	13	"	"	23	"
4	"	"	8	"	14	"	"	24	"
5	"	"	9	"	15	"	"	25	"
6	"	"	10	"	16	"	"	28	"
7	"	"	13	"	17	"	"	29	"
8	"	"	14	"	18	"	"	30	"
9	"	"	15	"	19	"	"	33	"
10	"	"	18	"	20	"	"	34	"

When certification of three names is made to fill one vacancy, each of the three persons so certified shall be charged with one certification. When certification of four names is made to fill two vacancies, each of the persons so certified shall be charged with two certifications. When certification is made to fill three or more vacancies, each of the persons so certified shall be charged with three certifications.

44. Whenever an officer, who shall have made a requisition to fill a certain number of vacancies, shall appoint to office a smaller number than that of the vacancies named by him, he shall not make the selection therefor from the whole number certified to him, but only from that number of names standing highest upon said list that would have been certified to him had the requisition stated the number of vacancies which he actually filled. In case of doubt what that number would be, he will apply to the commissioners for information before making selection.

45. No one who may be examined upon any subject of a technical or special character, in addition to the general or limited examination, shall be entitled to be certified for appointment, if his standing in such subject shall be less than sixty-five per centum of complete proficiency.

46. In case a person upon any register shall, by reason of ill-health or physical incapacity, in the judgment of the commissioners, become manifestly disqualified for the service for which he or she is registered, the commissioners may direct that such person be not certified; and the commissioners must be informed by the proper examining boards of each case of such disqualification.

47. The applicant affected by such suspension, or refusal of an examination, may make complaint in writing to the commissioners, who will take proper action thereon.

General Provisions.

48. In case any applicant makes any false statement for the purpose of securing an examination or preference, or has been guilty of bad faith or fraud, and in case *prima facie* evidence shall be presented to the board of examiners that any person on a record or register is, by reason of bad character or dissolute habits, or any criminal or disgraceful act committed by him, or of his dismissal for good cause from the public service, not a fit person to be examined, marked or certified, it will be the duty of the board to report upon the matter fully and promptly to the commissioners; and the marking, grading or certification of such person shall be suspended, pending the action of the commissioners upon the subject. Upon such report to the commissioners or the production of any other evidence, the commissioners will make the proper investigation and give appropriate direction to the board of examiners.

49. The commissioners cannot advise persons as to vacancies in the service, nor furnish any information as to the duties, salaries, course of promotion, or other conditions of positions and offices, except such as may be found in printed regulations. No advice can be given as to the course of preparation that applicants should follow, nor can specimens of the examination papers be furnished.

50. Every application paper and accompanying certificates will remain on file in the office of the commissioners or boards of examiners, and under no circumstances or conditions will the originals be returned to the applicant.

SPECIAL REGULATIONS

IN RELATION TO EMPLOYMENT IN THE SECOND DIVISION (THE LABOR SERVICE).

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1. The registrar of labor shall keep the records of his office and be responsible for the safe keeping of records, books, papers and other property in the labor office; and he shall make proper certifications of those eligible for employment in the labor service, and he shall generally superintend the work of the office and supervise the administration of the civil service rules applicable to the classified labor service.

2. Persons seeking employment as laborers, mechanics, engineers, or as boys in the labor service, shall apply for registration at the civil service labor office, in their respective cities.

3. Each applicant must furnish certificates, from two reputable citizens in his own city, of his capacity for labor and his habits as to industry and sobriety. He shall be required to state, under oath, his name, age, residence, citizenship and number of persons dependent upon him for support; his present employment and past occupation; his service, if any, in the army or navy in the time of the war of the Rebellion, and such other facts as the commissioners may deem necessary to show his capacity for the work sought, and his habits as to industry and sobriety.

4. Where the applicant has served as laborer in the public labor service, and has been honorably discharged therefrom, the certificate of the head of the department in which he was employed may be received.

5. When the applicant desires to be registered for any other service than that of common laborer, he will be required to furnish a certificate from some competent person or persons of his ability to do the kind of work for which he alleges capacity, and for which he desires to be certified; he may also file additional certificates of capacity for special service.

6. In case any applicant shall present any certificate in regard to his qualifications in previous work inconsistent with his application or previous certificates, the commissioners may refuse to register him, or may remove his name, if registered, from the list.

7. Before entering the name of any applicant on the register, such further inquiry may be made, and certificates required as to his character and capacity, as the commissioners may deem practicable or expedient.

8. In case any applicant is found by the commissioners to be unfit or in any way disqualified to perform the service which he seeks, or is found to have made any false statement, his name shall not be entered on the register, and if on the register, shall be removed therefrom, and the reason shall be endorsed on the application.

9. The name of every eligible applicant shall be placed upon the appropriate register for labor service.

10. When the services of laborers are required in any department to which the rules apply, the head of the department, or other officer thereto duly authorized, shall make a requisition upon the commissioners, stating the number and service required.

11. Upon the receipt of such requisition, certification from the eligible list shall be made in accordance with the civil service rules.

12. Whenever the commissioners shall be unable to fill a requisition, and shall certify such fact to the officer making the requisition, and permit him to make the selection himself, the persons so selected shall, before being employed, present themselves at the civil service labor office, in their city, for registration in the manner and under the rules and regulations prescribed for applicants; and such persons shall not be employed at any other kind of service than that for which they were selected, until after they shall have been continuously so employed for at least three months.

13. Whenever an officer, who shall have made a requisition for a certain number of laborers, shall employ a smaller number, he shall not make the selection therefor from the whole list certified to him, but only from the number of names standing first upon said list double the number he shall actually employ.

14. When the head of the department or other officer has selected and employed such of the persons named on said list as he may require, he shall forthwith return to the commissioners' office a list of the persons so selected, stating the kind of work for which they have been employed. In case any of the persons certified fail to respond to the call of the head of the department or other officer, or decline the employment offered, or withdraw from the service without good cause, the registered numbers of such persons shall be returned to the commissioners, with a statement of the facts; and the names of such persons shall be taken from the register, unless a satisfactory explanation of the failure or refusal to work is given.

15. When a laborer in any of the departments coming within the rules is discharged or dropped from the pay rolls, a certificate of the fact shall be sent to the commissioners, on a form provided therefor, stating the name of the person, his registration number, the date of his employment, the kind of work on which he was employed, the date of his discharge, the cause, and whether his conduct and work have been satisfactory.

16. If the person so discharged or dropped desires to have his name restored to the register, he can apply at the registration office; and, if it appears that his conduct and work have been satisfactory, and that he is a man of good habits and able-bodied, his name will be placed upon the register.

17. When a person is discharged from the labor service for "loitering," "incompetence," "unsatisfactory work," or any equivalent cause, unless the charge is disproved, he shall not be eligible for registration again for a period of at least six months from the date of such discharge. At the end of that time he can apply for registration on the same basis as other citizens; and, in case he is registered, he shall not be eligible to certification to the department from which he was discharged except with the written consent of the head of that department. When a person is discharged from said service for "intoxication," and the charge is not disproved, he shall not be eligible for registration again for a period of at least a year from the date of such discharge; and his registration then will be subject to the conditions hereinbefore prescribed for men discharged for "incompetency," etc. In case a person is discharged a second time for any of the causes named, he shall not be eligible for registration again, except by special vote of the commissioners.

CIVIL SERVICE COMMISSIONERS.

CHARLES THEODORE RUSSELL, *Chairman*, CAMBRIDGE.
EDWARD P. WILBUR, BOSTON.
CHARLES H. PORTER, QUINCY.

Chief Examiner.

HENRY SHERWIN, JAMAICA PLAIN.

Secretary.

WARREN P. DUDLEY, BELMONT.

Office of Civil Service Commissioners, Rooms 151, 152, State House, Boston.

Registrar of Labor, — Labor Office, State House, Boston.

WILLIAM L. HICKS.

Registration Clerk, — Labor Office, City Hall, Cambridge.

HARRY L. LINCOLN.

Registration Clerk, — Labor Office, Library Building, New Bedford.

GEORGE P. BROCK.

Registration Clerk, — Labor Office, City Hall, Newton.

THEODORE A. FLEU.

Registration Clerk, — Labor Office, City Hall, Everett.

DEOSCAR F. ALLEN.

Registration Clerk, — Labor Office, City Hall, Worcester.

JOHN M. GALLAGHER.

Examiners.

For the Commonwealth and Boston Services.

William D. Hawley.
Frederick G. Pettigrove.
Frederick L. Coburn.
Charles E. Davis, Jr.
J. Francis Dustan.
Charles R. Brown.
Anne M. Robbins.
Carrie B. Cole.
James W. Ricker.
Elizabeth C. Putnam.
Benjamin Pettee.
Zilpha D. Smith.
James Tucker.
Lemuel Pope.
Xanthus H. Goodnough.
Samuel A. Green.
John F. Tyler.
John H. McCollom.
Russell D. Elliott.
Henry M. Nourse.
Joseph D. Fallon.
William F. Davis.
Henry Manley.
John F. Dever.
George H. Grueby.
J. Henry Adams.
Alexander Burr.
Charles G. Davis.
Dwight Porter.
S. Everett Tinkham.
William T. Sedgwick.
Frank H. McInnes.
David Craig.

Augustus H. Brown, M.D., *Physical Examiner.*

Andrew J. Savage, *Examiner in the Use and Handling of Steam.*

Charles A. Legg, *Examiner in Electrical Engineering.*

For the City of Beverly.

Linville H. Wardwell, *Sec'y.*
Dudley N. Griffin.
Charles F. Lee.

For the City of Brockton.

DeWitt C. Packard, *Secretary.*
Augustus T. Jones.
Warren Goddard.

For the Town of Brookline.

Zephaniah R. Forbes, *Secretary.*
William H. White.
Emery B. Gibbs.
Benjamin S. Blanchard.

For the City of Cambridge.

Charles H. Morse, *Secretary.*
Archibald M. Howe.
Michael Corcoran.
William T. Piper.

For the City of Chelsea.

D. Frank Kimball, *Secretary.*
Frank B. Fay.

For the City of Chicopee.

James H. Loomis, *Secretary.*
Emerson Gaylord.
Cornelius J. Driscoll.

For the City of Everett.

Charles Bruce, *Secretary.*
Daniel B. Fessenden.
Woodbury A. Ham.

For the City of Fall River.

Edward F. Murphy, *Secretary.*
William B. Lovell.
Charles J. Holmes.

For the City of Fitchburg.

Walter A. Davis, *Secretary.*
John J. Sheehan.
Frederick Fosdick.

For the City of Gloucester.

Charles H. Morrow, *Secretary.*
William A. Homans, Jr.
Frederick A. Pearce.

EXAMINERS — *Continued.*

For the City of Haverhill.

EDWARD B. SAVAGE, *Secretary.*
LORENZO FROST.
PHILIP C. SWETT.

For the City of Holyoke.

ASHTON E. HEMPHILL, *Secretary.*
WILBERT T. DEAN.
ADDISON L. GREEN.

For the City of Lawrence.

WILLIAM T. KIMBALL, *Secretary.*
JOHN J. DONOVAN.
FRED H. EATON.

For the City of Lowell.

CHARLES H. CONANT, *Secretary.*
JOHN J. COLTON.
JOSEPH SMITH.

For the City of Lynn.

WALTER E. SYMONDS, *Secretary.*
RUFUS KIMBALL.
GEORGE BRICKETT.

For the City of Malden.

JACOB C. PATTON, *Secretary.*
ALONZO P. MOORE.
HENRY E. TURNER, JR.
JAMES O. OTIS.

For the City of Marlborough.

GEORGE L. STEVENS, *Secretary.*
WILLIAM L. MORSE.
JOHN L. STONE.

For the City of Medford.

ERNEST B. MOORE, *Secretary.*
GEORGE W. MILLS.

For the City of New Bedford.

RUFUS H. WILLIS, *Secretary.*
DANIEL B. LEONARD.
ALBERT B. DRAKE.

For the City of Newburyport.

OLIVER B. MERRILL, *Secretary.*
HENRY B. LITTLE.
JOHN F. YOUNG.

For the City of Newton.

JOHN C. BRIMBLECOM, *Secretary.*
LUCIUS G. PRATT.
DWIGHT CHESTER.
FREDERICK L. THAYER.

For the City of North Adams.

GEORGE FRENCH, *Secretary.*
ARTHUR W. CHIPPENDALE.
OSCAR A. ARCHER.

For the City of Northampton.

JOHN W. MASON, *Secretary.*
MELVIN L. GRAVES.

For the City of Pittsfield.

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JOSEPH TUCKER.
STEPHEN C. BURTON.
LOUIS B. CUMMINGS.

For the City of Quincy.

CHRISTOPHER A. SPEAR, *Sec'y.*
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LUTHER S. ANDERSON.

For the City of Salem.

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CLIFFORD BRIGHAM.

For the City of Somerville.

GEORGE I. VINCENT, *Secretary.*
HORACE C. WHITE.
EDWARD C. BOOTH.

For the City of Springfield.

CHARLES H. CHURCHILL, *Sec'y.*
ALBERT T. FOLSOM.
FREDERICK H. STEBBINS.

EXAMINERS — *Concluded.*

For the City of Taunton.

GEORGE F CHACE, *Secretary.*
ABNER COLEMAN.
MARTIN J. LINCOLN.

For the City of Waltham.

LUMAN N. HALL, *Secretary.*
CORNELIUS MCCORMICK.
CHARLES F. A. SMITH.

For the City of Woburn.

HERBERT B. DOW, *Secretary.*
FRANCIS A. PARTRIDGE.
EDWARD J. GREGORY.

For the City of Worcester.

FRANK B. HALL, *Secretary.*
JAMES EARLY.
JOHN P. MUNROE.

APPLICATION PAPER.

QUALIFICATIONS.

Applicants must be citizens of the United States who have resided in the Commonwealth for one year next preceding the date of their application, and, if they apply for appointment in the service of a city, they must have resided in such city for six months next preceding the date of their application.

In Schedule A there is no requirement as to age, height and weight, except that female applicants must be not less than eighteen years of age.

In Schedule B there are the following requirements as to age, height and weight: (*a.*) In class 1 (the prison service) there is no requirement as to age, height and weight, except that applicants for positions in the State Prison and Massachusetts Reformatory must be not less than five feet seven inches in height in bare feet and weigh not less than one hundred and thirty-five pounds without clothing. (*b.*) In class 2 applicants for appointment to the fire force of Boston must be not less than twenty-two nor over thirty years of age at the time of filing the application, and must be not less than five feet five inches in height in bare feet and weigh not less than one hundred and thirty-five pounds without clothing: *provided, however*, that applicants for appointment to the call force of the fire department of Boston, who are serving as call substitutes in said department, may, for the purpose of making themselves eligible under the rules for examination, deduct from their actual age any time not exceeding five years during which they have served in such capacity; and *provided, further*, that applications for appointment as permanent substitutes may be made by persons serving in the call force who are under forty years of age. (*c.*) In class 3 applicants for appointment to the police force of any city other than Boston must be not less than twenty-two nor over forty years of age, and applicants for appointment to the district police force must be not less than twenty-two nor over fifty-five years of age at the time of filing the application: *provided, however*, that this limitation as to age shall not apply to persons who served in the army or navy of the United States in time of war, and have been honorably discharged therefrom. In all cases in this class, except the inspection force of the district police, applicants must be not less than five feet seven inches in height in bare feet and weigh not less than one hundred and thirty-five pounds without clothing. (*d.*) In class 4 applicants for appointment to the police force of Boston must be not less than twenty-five nor over thirty-three years of age at the time of filing the application, and must be not less than five feet eight inches in height in bare feet and weigh not less than one hundred and forty pounds without clothing. (*e.*) In class 9 persons can apply only after the mayor and aldermen of any city, except Boston, shall have requested the commissioners to include the fire force of such city in the classified service. When so included, applicants for

appointment in class 9 of Schedule B shall be not less than twenty-two nor over thirty-five years of age at the time of filing the application, and shall be not less than five feet four inches in height in bare feet and weigh not less than one hundred and twenty pounds without clothing: *provided, however*, that call men serving in the fire department may deduct from their actual age any time not exceeding five years during which they have continuously served in such capacity. (*f.*) In class 10 applicants for appointment as truant officers in the city of Boston must be not less than thirty nor over forty-five years of age at the time of filing the application. (*g.*) In all other classes in Schedule B there is no requirement as to age, height or weight.

DIRECTIONS.

1. All the statements in this application shall be made under oath or affirmation, and in the applicant's own handwriting.

2. A false statement knowingly made in this paper, or connived at in any certificate which may accompany the same, is good cause for exclusion from the eligible list or discharge during or after probation.

3. Send application, after being filled out, if for service in the departments of the Commonwealth or the city of Boston, addressed to the Civil Service Commissioners, State House, Boston, Mass. If for local service in a department of any other city, send application to the Secretary of the Board of Examiners of the city in which the service is sought.

4. No recommendations or certificates other than those provided for at the end of this blank will be received.

5. Applicants will be notified of the time and place of examination. They must give notice of any change of post-office address, or unwillingness or inability to attend the examination.

6. A failure to fill properly the blanks, or to send satisfactory certificates, will cause the application paper to be returned for correction. Applications which show that the applicants lack the qualifications as to age, health, etc., required by the rules, will be rejected, and the applicants notified.

7. The general examination is for positions in the clerical service where the annual compensation is at the rate of eight hundred dollars and over. The limited examination is for positions in the clerical service where the annual compensation is at a rate less than eight hundred dollars.

8. Every applicant for a position in the police and fire departments, and in other departments where physical capacity is of prime importance, will be required, before being placed on the eligible list, to undergo a physical examination.

9. Any person possessing the required qualifications may file a new application after the expiration of six months from his educational examination, and not earlier: *provided*, that, if his name be upon the eligible list, it shall be withdrawn therefrom upon the filing of his new application.

APPLICATION.

(Each question must be answered or the blank will be returned.)

I hereby make application to be examined for the position of in the service of ; [State clearly and distinctly the position or branch of service for which you wish to be examined, and whether it is in the service of the State or of a city.] and I will take the examination. [See Directions, No. 7, *above.*]

As part of my application I declare the answers to the following questions to be true and in my own handwriting. [Sign your name in full.]

(1) Are you married or single?

(2) Where do you reside? [Give city or town, including street, number and ward.]

(3) How long have you been a resident of said city or town?

(4) How long have you been a resident of Massachusetts?

(5) What is the date of your birth? [Give day of month and year.]

(6) Where were you born? [Give city, town or parish, State and country.]

(7) Are you a citizen of the United States? [If you are a naturalized citizen, or if your parents were naturalized during your minority, give date, place and court of naturalization.]

(8) What is your father's full name? [Give name, whether living or dead.]

(9) What is your mother's full name? [Give name, whether living or dead.]

(10) Are you a person of good moral character?

(11) Do you habitually use intoxicating beverages to excess?

(12) Are you a vender of intoxicating liquors?

(13) Have you ever been convicted of any offence against the laws of this or any other state or nation? [If so, give the date and state fully the nature of the offence.]

(14) Are you in good health?

(15) Have you any mental or physical incapacity or infirmity, of which you are aware, which would in any way disqualify you for a full discharge of official duty in the service which you seek to enter? [If you have any defect of sight, hearing, speech, or otherwise, so state.]

(16) What is your present occupation?

(17) What is the name and address of your employer?

(18) Where have you lived, what has been your principal occupation and for whom have you worked during each of the last five calendar years? [Fill the blanks against each year.]

	Residence, City or Town, and State.	Occupation.	Name of Employer.
189 ,	;	;	
189 ,	;	;	
189 ,	;	;	
189 ,	;	;	
189 ,	;	;	

(19) Have you ever filed an application for any position in the service of the state, or any city in the state? If so, state when and where and for what service.

(20) Have you ever been examined for the public service of the United States, or any state or city? If so, when [giving month and year], where, for what branch and grade of the service, and with what result?

(21) Have you ever been employed in the service of the United States, or any state, city or town? If so, state what service, when, where, and, if you have left it, the date and specifically the cause of leaving.

(22) Is your name on any eligible list of applicants for appointment? If so, on what list?

(23) Were you ever in the military or naval service of the United States in time of war? If so, state (1) in what regiment and company, or on what vessel you served, and the date and period of your service; and (2) whether you were honorably discharged; and (3) whether such discharge was by reason of disability resulting from wounds or sickness incurred in the line of duty.

(24) In what schools, academies or colleges were you educated? [Give the name and length of course in each.]

(25) Have you had any experience, or do you possess any special qualifications, such as a knowledge of book-keeping, expert penmanship, stenography, type-writing, foreign languages or other subjects, which, in your opinion, would be useful in the public service?

Every applicant for a position where an age limit is established by the rules will be required to furnish a certificate of the correct date of his birth before his application will be received.

Every applicant for police or fire service in any city will be examined upon the duties of the department for which he applies, and he is entitled to receive from the Commissioners or Board of Examiners a pamphlet containing the necessary information, after filing his application.

COMMONWEALTH OF MASSACHUSETTS.

ss.

On this day of 189 , personally appeared the above-named applicant and made oath that the handwriting in the above application paper is h own, and that the statements and answers therein contained, whether in writing or in print, are true to the best of h knowledge and belief.

Before me,

Justice of the Peace.

N. B. — You must make oath or affirmation to this application before mailing it to the Commissioners or to the Board of Examiners. But before doing so, see that you have fairly answered every question, and that all proper blanks are filled, as otherwise the application will be returned to you for correction and your examination may be delayed.

The persons who sign the following vouchers are notified that they may be called upon to furnish further information concerning their knowledge of the applicant or to have the certificates published for public information.

Certificates.

Directions.

1. Not less than three nor more than five persons must certify to the character of the applicant, *and certificate No. 1 must be filled, as the other certificates refer to it.* It is desirable that one of the certificates should be signed by a physician.

2. They should be citizens of good character and standing in the community where they reside. If related to the applicant the relationship should be stated.

3. The Civil Service Act contains this language: "Sect. 5. That no recommendation of any person who shall apply for office or place under the provisions of this act, which may be given by any senator or member of the house of representatives, alderman or councilman, *except as to the character or residence of the applicant*, shall be received or considered by any person concerned in making any appointment under this act."

4. *Each blank below must be filled as accurately as practicable.*

I [being more than twenty-five years of age] have been a resident of for years last past. I am personally acquainted with the applicant aforesaid; and I do state upon honor as follows: —

(1) That I have known said applicant well since .

(2) That I have read the application of said applicant, and believe each of the statements made therein to be true.

(3) That said applicant has not, to my knowledge or belief, any physical or mental weakness or infirmity, unless that mentioned in h application, which would disqualify h for the service he seeks.

(4) That said applicant is to my knowledge of good character and capacity, and is of good repute in the community where he lives.

(5) That discreet men would have no good cause to refuse, and I would not refuse, to employ the applicant in private business by reason of h lack of any of the qualifications aforesaid.

(Signature.)

(Post-office address.)

(Occupation.)

[*The official paper contains four more forms.*]

VETERAN EXEMPTION.

[*This application can be used and filed only by a person who served in the United States army or navy during the War of the Rebellion, and was honorably discharged therefrom, and who desires appointment to office without examination. Each applicant must place on file with his application certificates from the proper authorities, which will furnish evidence of his service in the time of the War of the Rebellion and his honorable discharge. If the applicant was credited to the quota of a State the Adjutant General of that State will furnish a certificate. If he served in the regular army or navy the certificate must come from the Army or Navy Department at Washington.*]

Directions.

1. This form of application is prepared under the law allowing the appointment without examination of persons who served in the army or navy of the United States in the time of the War of the Rebellion, and were honorably discharged therefrom. *It can be used only by veterans entitled under the law, and desiring to have their names placed on the eligible list without having passed any examination provided for by the Civil Service Act and Rules.*

2. Every applicant, upon the filing of this application, with the required certificates hereto attached, will have his name entered on an eligible list for the office he seeks.

3. All the statements in the application are to be made under oath or affirmation.

4. A false statement knowingly made in this paper, or connived at in any certificate which may accompany the same, is good cause for exclusion from the eligible list or discharge during or after probation.

5. A failure to fill properly the blanks, or to send satisfactory certificates, will cause the application paper to be returned for correction.

6. Send application, after being filled out, if for service in the Commonwealth of Massachusetts or the city of Boston, addressed to the "Civil Service Commissioners, State House, Boston, Mass." If for local service in any other city, send application to the Secretary of the Board of Examiners of the city in which the service is sought.

Application.

I desire appointment, without passing any examination provided by the Civil Service Act or Rules, to the position of

[State clearly and distinctly the position or branch of service to which you wish to be appointed, and whether it is in the service of the State or of a city.]

I declare the following to be facts concerning myself, viz.: —

(1) My full name is

(2) My post-office address is [give town or city, including street, number and ward.]

(3) My actual bona fide [legal] residence at this time is in [the town or city of]

(4) I have been a resident of the State of Massachusetts during the period of

[N. B. — If a naturalized citizen or if your parents were naturalized during your minority, give date and court of naturalization.]

(5) I have been a resident of the [town or city of] during the past years, and am of good moral character.

(6) My present occupation is

(7) To the best of my information and belief, I was born at , on the day of , 18 , and I am therefore years of age.

(8) I am not "a person habitually using intoxicating beverages to excess" nor a "vendor of intoxicating liquors."

(9) I have not been convicted of any offence against the laws of the Commonwealth during the past year.

(10) I believe and represent myself to be a person without mental or physical impairment, of which I am aware, which in fact incapacitates me for a full discharge of official duty in the service which I seek to enter.

(11) State your service in the army or navy of the United States in the time of the War of the Rebellion; in what regiment or regiments and company or companies, or what vessel or vessels you served. Give answers to cover all service performed, and (2) state the date of enlistment and discharge from each term of service.

(12) State whether you were honorably discharged after each term of service, and (2) whether such discharge was by reason of disability resulting from wounds or sickness incurred in the line of duty.

(13) Were you ever in the public service? If so, state what service, when, at what place, and, if you have left it, the date and specifically the cause of leaving.

COMMONWEALTH OF MASSACHUSETTS.

ss.

On this day of 189 , personally appeared the above-named applicant and made oath that the statements and answers contained in the above application by him made, whether

in writing or in print, are true to the best of his knowledge and belief, and that he is qualified to perform the duties of the position which he seeks.

Before me,

Justice of the Peace.

N. B. — You must make oath or affirmation to this application before mailing it to the Commissioners or to the Board of Examiners. But before doing so, see that you have fairly answered every question and that all proper blanks are filled, as otherwise the application will be returned to you for correction and your registration delayed.

The persons who sign the following vouchers are notified that they may be called upon to furnish further information concerning their knowledge of the applicant or to have the certificates published for public information.

CERTIFICATES.

Directions.

1. Not less than three persons must certify to the character of the applicant, *and certificate No. 1 must be filled, as the other certificates refer to it.*
2. They must be citizens of good repute in the community. If related to the applicant the relationship should be stated.
3. *Each blank below must be filled as accurately as practicable.*

I [being a citizen of good repute in the community] have been a resident of for years last past. I am personally acquainted with the applicant aforesaid; and I do state upon honor as follows: —

(1) That I have known said applicant well since

(2) That I have read the application of said applicant, and believe each of the statements made therein to be true.

(3) That said applicant has not, to my knowledge and belief, any physical or mental impairment which would in fact incapacitate him for the service he seeks.

(4) That said applicant is to my knowledge of good character and capacity, and is of good repute in the community where he lives.

(5) That I know said applicant to be fully competent to perform the duties of the position sought.

(Signature.)

(Post-office address.)

(Occupation.)

[*The official paper contains two more forms.*]

EXAMINATION PAPERS.

Schedule A — Class 1.

[Limited Examination.]

Clerical Service.

First Subject:

Writing from dictation, — twenty words a minute.

Copying rough draft of a letter containing interlineations, abbreviations, etc.

Spelling.

Handwriting; shown in copying rough draft.

Make a fair copy of the accompanying rough draft, writing out all abbreviations in full and inserting the corrected or added parts in their proper places.

Second Subject:

1. Write in figures the following number: —

   Three hundred five million sixteen thousand ten and thirty-six seventy-sixths.

   Write in words the number expressed by the following figures: — 9,004,016.0012

2. Add these *across*, placing the totals in the spaces indicated; then add the totals: —

						Totals.
18,742	16,237	21,856	3,742	19,684	23,798	
17,627	13,452	9,875	22,350	19,674	21,357	
13,423	7,982	27,378	9,889	14,678	15,445	
23,674	19,864	4,338	29,647	35,810	22,166	
18,659	27,508	19,958	16,887	21,151	16,335	

3. What is the sum of $\frac{25}{84}$, $\frac{5}{6}$, $\frac{3}{7}$, and $\frac{16}{21}$? *Give the work in full, using the lowest common denominator.* Give the answer in a mixed number.

   The sum of three numbers is $23\frac{1}{7}$; the least number is $4\frac{2}{3}$; and the greatest number is $9\frac{3}{7}$; what is the other number? *Give the work in full.*

It was predicted by ~~those~~ those who advocated the enactment ~~advocates~~ of the civil-service law that the temptation to make removals would gradually disappear with the power to control appointments to the vacant positions thus made. This prediction has been largely fulfilled. The civil-service act did not ~~provide for retaining~~ intend that incompetent persons should be retained in office. The authority of removal and necessary for the efficiency and the discipline of the service. The power of removal is not affected by the rules or the law further than except that removals shall not be made for religious or political reasons. The results under the ~~new~~ system are in every respect more satisfactory than

Thought removal of the rule

tr. public

tr.

tr. present

old/ under the ~~other~~ system.

in the rules/ There are restrictions in regard

persons/ to the reinstatement of ~~those~~

who have been ~~discharged~~ dismissed for

delinquencies or misconduct,

while inefficient employees,

under the old system & persons

who should have been discharged

in office for delinquencies or misconduct were not only kept without

regard to their failings, but

dismissed/ when some of them were ~~discharged~~

for ~~good~~ proper reasons, they often had suf-

political or other/ ficient influence to ~~return~~ get back into

the service. Such reinstate-

ments cannot now be made under

Civil Service/ the ~~present~~ rules

4. What is the cost of $9\frac{1}{7}$ tons of hay at $\$18\frac{2}{3}$ a ton? Use common fractions. *Give the work in full.*

   What fraction multiplied by $3\frac{4}{7}$ equals $\frac{5\frac{1}{6}}{\frac{2}{5}}$? *Give the work in full.*

5. Multiply three and three hundred sixteen ten-thousandths by four and five-hundredths. *Use decimals. Give the work in full.*

   Divide five hundred seventy-six ten-thousandths by twenty-four thousandths. *Use decimals. Give the work in full.*

6. What will it cost to carpet a room 18 feet long and 12 feet wide, with carpeting $\frac{3}{4}$ yard wide, at $\$0.87\frac{1}{2}$ per yard? *Give the work in full.*

7. If $\frac{6}{10}$ of a cord of wood cost $\frac{3}{4}$ as much as a ton of coal, how many tons of coal are equal in value to $5\frac{1}{4}$ cords of wood? *Give the work in full.*

8. If a post 12 feet in height casts a shadow 9 feet 4 inches long, what is the height of a house which casts a shadow 37 feet 10 inches long at the same hour? *Give the work in full.*

9. By selling an estate for $14,051.50, the owner lost $10\frac{1}{2}$ per cent. of the original cost. What was the cost? *Give the work in full.*

10. A man bought a horse for $150, kept him 6 weeks at a cost of $3 a week, and then sold him for $175.14; what per cent. profit did he make? *Give the work in full.*

Third Subject:

Writing a letter on some subject given at the examination.

[This exercise is designed chiefly to test the applicant's skill in English composition, knowledge of the use of punctuation marks and capitals, paragraphing, etc.]

The letter should be signed with the applicant's number, not his name.

Schedule A — Class 2.*

[General Examination.]

Clerical Service.

First Subject:

Writing from dictation, — twenty words a minute.

Copying rough draft of a letter containing interlineations, abbreviations, etc.

Spelling.

Handwriting; shown in copying rough draft.

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* To become eligible, applicants who take the general examination must obtain sixty-five per cent. in each of the first three subjects.

Second Subject:

1. Write in figures the following number: —
   One hundred six billion three million sixteen thousand three and four-hundred-thirty six-hundred-seventy-fifths.
   Write in words the number expressed by the following figures: — 3,007,014,008.00037
2. Add these *across*, placing the totals in the space indicated; then add the totals: —

						Totals.
18,246	29,763	18,346	9,554	57,863	22,844	
42,760	13,347	48,865	38,696	33,408	45,573	
19,868	34,474	23,376	58,240	38,680	57,973	
22,870	42,230	76,654	183,201	23,234	4,265	
38,332	47,865	83,280	28,864	18,642	28,375	

3. From $\frac{6}{7}$ of $\frac{21}{25}$ deduct $\frac{5}{9}$ of $\frac{7}{10}$. *Give the work in full.*
   Divide $\frac{13}{32}$ by $\frac{3\frac{1}{4}}{10\frac{2}{5}}$. *Give the work in full, and the answer in a mixed number.*
4. If the dividend is $6\frac{1}{5}$ and the quotient is $\frac{1\frac{1}{3}}{5\frac{1}{3}}$, what is the divisor? *Give the work in full.*
5. Add three hundred fourteen ten-thousandths, one hundred sixty-five millionths, one hundred six thousandths, two thousand six hundred seventy ten-thousandths; divide the amount by three thousandths, and subtract one hundred fifteen and five-eighths. *Give the work in full. Use decimals.*
6. How many cubic yards of stone are contained in a wall 214 feet 4 inches long, 9 feet high and 2 feet 4 inches thick? *Give the work in full.*
7. A block of stone 4 feet long, $2\frac{1}{2}$ feet wide and 18 inches thick weighs 2,241 pounds; what is the weight of a piece which measures 6 inches on each of its square sides? *Give the work in full.*
8. If a pole 11 feet high casts a shadow $6\frac{1}{2}$ feet long, what is the height of a house which casts a shadow of 39 feet at the same hour? *Give the work in full.*
9. A grocer bought 120 barrels of sugar at $9.90 a barrel; he then sold the sugar at 6 cents per pound, and thus gained $33\frac{1}{3}$ per cent. What was the entire weight of the sugar? *Give the work in full.*

10. The tax on an estate is $163.17; the rate per thousand dollars is $12.90; what is the assessed value of the estate? *Give the work in full.*

Third Subject:

1. Find the interest on $1,050 for 7 months and 18 days at the rate of 7 per cent. a year. *Give the work in full.*
2. At compound interest, what will $250 amount to in 3 years and 6 months at 6 per cent.? *Give the work in full.*
3. Nov. 1, 1896, a man borrowed $1,150 at 6 per cent. simple interest; when will he owe $1,311? *Give the work in full.*
4. A note for $850, dated July 5, 1897, at 6 months, was discounted at a Boston bank Aug. 9, 1897, at the rate of 6 per cent. a year. What were the proceeds? *Give the work in full.*
5. For what amount must a 7 months' note be drawn, so that, if immediately discounted at a Boston bank, at the rate of 8 per cent. a year, the proceeds will be $619.67? *Give the work in full.*

Fourth Subject:

Writing a letter on some subject given at the examination.

[This exercise is designed chiefly to test the applicant's skill in English composition, knowledge of the use of punctuation marks and capitals, paragraphing, etc.]

The letter should be signed with the applicant's number, not his name.

Schedule A — Class 3.

Inspector: Water Department.

First Subject:

State how long you have resided in this city and what your trade or occupation has been since you began to earn your living.

If you have learned a trade, state where and under whom you learned it and how long you worked at it.

If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it.

State also any experience you may have obtained in business life or in the superintendence of others, either in public or private business.

If you are familiar with any foreign language, state what language it is.

Write not less than ten lines. Do not sign your name.

[On this the applicant is marked for clearness and correctness of statement, and for experience.]

Second Subject:

1. Write in figures the following number: —
   One hundred eleven thousand three hundred six.
   Write in words the number expressed by the following figures: — 49,852
2. Add the following column of figures: —
   27,896
   35,427
   12,397
   75,556
   29,872
   12,387
3. An army of 10,000 men lost 4,809 men in battle; how many men were left? *Give the work in full.*
4. How much will 72 barrels of flour weigh, if each barrel weighs 196 pounds? *Give the work in full.*
5. How many horses worth $125 apiece must be given for a farm worth $11,000? *Give the work in full.*
6. What will be the cost of 32 pounds of coffee at 28⅜ cents a pound? *Give the work in full.*

Third Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

Fourth Subject:

Questions to test the applicant's knowledge of the water service, causes of waste, etc.

Fifth Subject:

Reading a water meter.

Schedule A — Class 3.

Inspector: Health Department.

First, second and third subjects: — Letter-writing, spelling, handwriting, arithmetic.

Fourth Subject:

Questions relating to the duties of health inspector; contagious diseases; fumigation and purification; ventilation, disinfectants, etc.

SCHEDULE A — CLASS 3.

Visitor: Department of Overseers of the Poor.

First Subject:

Writing from dictation.

Spelling.

Second Subject:

Letter-writing.

Experience.

Third Subject:

1. Write in figures the following amount: —
   Four thousand six dollars and nine cents.
   Write in words the number expressed by the following figures: — 60,010
2. Add the following column: —

$287 46
1,349 82
2,386 95
689 73
1,055 28
964 13

3. If the salaries of 2,010 teachers amount to $1,055,752.50, what is the average salary of each? *Give the work in full.*
4. A farmer bought 25 cows at $37.75 apiece, and a number of others at $25 apiece; how many cows in the second lot, if the whole cost was $4,668.75? *Give the work in full.*
5. A merchant sold 182½ pounds of sugar, 12¾ pounds of cheese and 37⅛ pounds of tea; how many pounds did he sell in all? *Give the work in full.*

Fourth Subject:

Handwriting: shown by copying printed matter.

Special Subject:

Questions relating to the settlement and pauper laws.

Schedule A — Class 4.

Stenographer and Type-writer.

First Subject:

Copying printed matter, thus showing handwriting and accuracy in copying. Spelling: twenty words announced by the examiner.

Second Subject:

Arithmetic: addition, common and decimal fractions, percentage, proportion.

Special Subject:

Short-hand writing and type-writing. Two tests of skill and accuracy in taking short-hand notes are given, one at the rate of 100 words and one at the rate of 120 words a minute. These words are then transcribed by the use of the type-writing machine.

Type-writing printed matter, showing accuracy, speed, and technique.

Tabulating, transcribing rough draft of a report, and making corrected copy of a rough unpunctuated letter.

Test of speed in type-writing from dictation.

Schedule B — Class 1.

Prison Service.

First Subject:

Writing down from memory the substance of matter orally communicated.

Second Subject:

The answers to the questions on this sheet will be marked as a whole under two heads, — Experience, and Clearness and Correctness of Statement. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

1. State in general terms your occupation since you became of age, and any experience you may possess which will be of use, if you should receive an appointment in the prison service.

2. If you have ever served in the prison department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.
3. Have you ever been convicted of any offence against the laws of this or any other State or nation?
4. Have you ever been a dealer in intoxicating liquors, or a bar-tender? If so, when, where and for how long?
5. Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.
6. Have you served in the army or navy of the United States, either in time of peace or war; and, if so, how long did you serve, and in what capacity, and did you receive an honorable discharge therefrom?
7. If you have ever served in the volunteer militia, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.
8. Have you ever had the handling of men, either in public office or private employment?

Third Subject:

1. Write in figures the following numbers: —
   Two thousand seven hundred forty-two.
   Six hundred seventy dollars three cents.
2. Write in words the numbers expressed by the following figures: — 3,742
   $693.51
3. Add the following column of figures: —

375
2,146
1,989
2,432
867
1,233

4. From 27,321 subtract 18,465. *Give the work in full.*
5. Divide 1,554 by 42. *Give the work in full.*
6 Multiply 305 by 46. *Give the work in full.*

7. If a man works twenty-six days at two dollars and twenty-five cents per day, how much money will he earn? *Give the work in full.*

Fourth Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

PHYSICAL EXAMINATION.

Schedule B—Class 1.

The Applicant will fill out this portion of the blank.

- Name,
- Date of birth,
- Occupation,
- Have you any disease now?
- What diseases have you had during the last seven years?
- Have you varicose veins or hernia?
- Have you ever had fits?
- Have you ever had any fracture or dislocation?
- Have you ever received any injury to the head or spine?
- Are you subject to piles?
- Have you been vaccinated?
- Have you ever had rheumatism?

*STATE THE EXACT weight, A; height, B; circumference of chest, C.	WEIGHT. A.	HEIGHT. B. Feet.	HEIGHT. Inches.	C.† At forced expiration, inches. On full inspiration, "
A. IS THE RESPIRING murmur clear and distinct over both lungs?	A.			
B. Is the character of the respiration full, easy, and regular?	B.			
C. Are there any indications of disease of the organs of respiration or their appendages?	C.			
A. IS THE CHARACTER of the heart's action uniform, free and steady?	A.			
B. Are its sounds and rhythm regular and normal?	B.			
C. Are there any indications of disease of this organ or of the blood vessels?	C.			
A. IS THE SIGHT GOOD?	A.			
B. Is the hearing good?	B.			
IS THE APPLICANT subject to cough, expectoration, difficulty of breathing, or palpitation?				
A. ARE THE FUNCTIONS of the brain and nervous system in a healthy state?	A.			
B. Has the brain or spinal cord ever been diseased?	B.			
IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or other abdominal organs, or the skin, eyes, ears, limbs, etc.				
HAS THE APPLICANT any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?				

DOES THE APPLICANT display any evidence of having or having had syphilis? ‡	
HABITS, use of stimulants and tobacco.	
HAS THE APPLICANT any peculiarities in his walk or general carriage or of facial expression or marks, which would make him an object of remark?	

* The examiners are called upon to pay special attention to the annexed schedule in determining the fitness of the applicant.

† There should be a difference, at least, of two inches at forced expiration and on full inspiration. All examinations of the chest should be made on the bare body, and not through the clothing.

‡ Syphilitic taint in the applicant must always be regarded as good cause of rejection.

** Obesity must be regarded as a good cause for rejection.

† Minimum circumference of the chest tolerable in applicants.

HEIGHT. Feet.	Inches.	CIRCUMFERENCE OF CHEST. Inches.
5	8	34
5	9	34½
5	10	35
5	11	35½
6	–	36
6	1	36½
6	2	37
6	3	37½
6	4	38

STATURE AND WEIGHT. — The stature shall not be below 5 ft. 8 in., in ordinary dress, nor the weight below that marked as its minimum accompaniment in the subjoined table: **

HEIGHT. Feet.	Inches.	MIN. WEIGHT. Pounds.
5	8	140
5	9	145
5	10	150
5	11	155
6	–	160
6	1	165
6	2	170
6	3	175
6	4	180

(*a*) In examining the sense of sight, not only shall the general condition of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds, and the direction from which they come.

Remarks.

I, , hereby declare that I have returned true answers to the inquiries of touching my personal and family health, history, habits, and antecedents; and that I am the person described in the foregoing record of examination.

Certificate of Examining Surgeon.

I hereby certify that I have this day carefully and thoroughly examined, in accordance with the foregoing instructions, , and find that he is sound in limb and body, is able bodied of a robust constitution, has good eyesight and good hearing, and in my opinion is physically qualified to sustain the labors and exposures, and perform the duties of a prison officer, and that the above is a truthful record of the examination.

Medical Examiner.

189 .

Schedule B — Class 1.

*Metropolitan Park Police.**

The same test, educational, physical and in development and strength, as are applied to applicants for the police force of Boston, Schedule B, Class 4.

Schedule B — Class 2.

Fire Department of Boston.

For Admission to the Force as Call-man or Permanent Substitute.

First Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

Second Subject:

The answers to the questions on this sheet will be marked as a whole under two heads, — Experience, and Clearness and Correctness of Statement. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

Write a letter to the mayor of Boston, giving as complete an account as possible of your school experience; also of the various occupations in which you have been engaged since you began to earn your own living, the firm or corporation by whom employed and the length of time at each service.

Have you ever done fire duty in any capacity, or been employed in any public office? If so, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever had any experience which, in your opinion, particularly fits you for the fire service? If so, state the same fully.

---

* Each applicant for metropolitan park police service will be examined upon definitions of crimes, descriptions of legal papers and the duties of police officers, and he is entitled to receive from the commissioners a pamphlet containing the necessary information, after filing his application.

When were you born? Give month, day and year.

Where were you born?

Have you ever served in the volunteer militia? If so, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, for whom and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

In your opinion, what particular qualities should a good fireman possess?

Give your reasons for wishing to become a member of the fire force of Boston.

Third Subject:

1. Write in figures the following number: —
   Ten thousand sixteen dollars and three cents.
   Write in words the number expressed by the following figures: — 11,006.

2. Add the following column: —

$2,743.14
1,967.42
3,742.87
658.45
1,592.18
1,898.09

3. A man paid $2,750 for a farm, $125 for drainage and $87.75 for repairs; he then sold it for $3,150.50. What was his profit by the transaction? *Give the work in full.*

4. A five-dollar bill was given to pay for 16.4 pounds of cheese at $0.125 per pound. What change should the purchaser receive? *Give the work in full.*

5. How much coffee at 36 cents a pound can be bought for $39.72? *Give the work in full.*

6. What will 125 pounds of sugar cost at $6\frac{2}{5}$ cents a pound? *Give the work in full.*

Fourth Subject:

* Questions relating to the duties of a fireman, as prescribed by the fire commissioner.

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* Each applicant for fire service will be examined upon the duties of the office for which he applies, and he is entitled to receive from the commissioners a pamphlet containing the necessary information, after filing his application.

PHYSICAL EXAMINATION.

Schedule B — Class 2.

I, [Write your full name.] , hereby declare that the answers to the following questions relating to my personal and family health, history, habits, and antecedents, are true to the best of my knowledge and belief, and that I am the person described in the following record of examination.

The Applicant will fill out this portion of the blank.

What is your occupation?
Do you use tobacco? If so, in what manner, and how much do you use in a week?
Do you drink intoxicating liquors? If so, how frequently?
Have you any disease now?
What diseases have you had during the last seven years?
Do you know of any hereditary disease in your family?
If your parents, brothers, or sisters, or any of them, are dead, of what disease did they die?
Have you ever had fits?
Have you ever had any fracture or dislocation?
Have you ever received any injury to the head or spine?
Are you subject to piles?
Have you been vaccinated?
Have you ever had rheumatism?

Certificate of Examining Surgeon.

Are there any indications of disease of the organs of respiration or their appendages?	
Are there any indications of disease of the heart or of the blood vessels?	
Is the sight good?	
Is the applicant color blind?	
Is the hearing good?	
Are the functions of the brain and nervous system in a healthy state?	
Has the applicant varicose veins?	
Has the applicant hernia?	
Is the applicant flat footed or has he any other malformation or disease of the feet?	

If the applicant has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or other abdominal organs, or the skin, eyes, ears, limbs, etc.	
Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?	
* Does the applicant display any evidence of having or having had syphilis?	

* Syphilitic taint or obesity must be regarded as good cause for rejection.

Remarks.

I hereby certify that I have this day carefully and thoroughly examined the above-named applicant, and find that he is sound in limb and body, is able-bodied, of robust constitution, has good eyesight and good hearing, and in my opinion is physically qualified to sustain the labors and exposures, and perform the duties of a fireman in the city of Boston, and that the above is a truthful record of the examination.

Asst. City Physician

189 .

Examination in Development and Strength.

Applicant for Fireman of Boston.

	Measurement.	Per Cent.	Weight.	Product.
Age, weight,				
Height, ft. in.				
Sitting height, ft. in.				
Girth, waist, . A.			5	
Girth, waist, . B.			4	
Girth, waist, . C.			2	
Girth, chest, . A.			1	
Girth, chest, . B.			2	
Girth, chest full, C.			1	
Girth, chest full, D.			2	
Depth of chest, A.			1	
Depth of chest, B.			2	
Depth of chest, C.			3	
Depth of abdomen, A.			5	
Depth of abdomen, B.			4	
Depth of abdomen, C.			1	
Girth, R. thigh, . .			1	
Girth, L. thigh, . .			1	
Girth, R. calf, . . .			1	
Girth, L. calf, . . .			1	
Girth, R. upper arm,			1	
Girth, L. upper arm,			1	
Girth, R. forearm, .			1	
Girth, L. forearm, .			1	
Muscular condition,			4	
Development, ...				

The stature shall not be below 5 feet 5 inches, in bare feet, nor the weight below 135 pounds, naked.

All measurements shall be made on the bare body.

The examiner is called upon to pay special attention to the annexed schedules in determining the fitness of the applicant.

Height. Feet.	Height. Inches.	Circumference of Chest. Inches.	Height. Feet.	Height. Inches.	Min. Weight. Pounds.
5	5	32	5	5	135
5	6	32½	5	6	135
5	7	33	5	7	135
5	7½	33½	5	7½	138
5	8	34	5	8	140
5	9	34½	5	9	145
5	10	35	5	10	150
5	11	35½	5	11	155
6	-	36	6	-	160
6	1	36½	6	1	165
6	2	37	6	2	170
6	3	37½	6	3	175
6	4	38	6	4	180

	Strength Tests.	Per Cent.	Weight.	Product.
Capacity of lungs, ...			3	
Strength of lungs, ...			2	
Strength of back, ...			3	
Strength of legs, ...			4	
Strength of upper arm, H. P. . .			5	
Strength of forearm, R. L. . .			3	
Pectorals, ...			1	
Traction pull, ...			3	
Dumb bells, ...			3	
Abdominal muscles, . . .			3	
Adductors, ...			1	
Ladder, ...			5	
Rope, ...			4	
Agility, ...			5	
			45	
Strength, ...				

	Per Cent.	Weight.	Product.
Development, . .		1	
Strength, . . .		2	
		3	
General physical condition, . . .			

Remarks.

I hereby certify that I have this day of , 189 , carefully and thoroughly examined the above-named applicant, and that the above is a truthful record of such examination.

Physical Examiner.

Schedule B — Class 3.

Police of Cities other than Boston.

First Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

Second Subject:

The answers to the questions on this sheet will be marked as a whole under two heads, — Experience, and Clearness and Correctness of Statement. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

Write a letter to the mayor of the city, giving as complete an account as possible of your school experience; also of the occupations in which you have been engaged since you began to earn your own living, the firm or corporation by whom employed, and the length of time at each service.

Have you ever done police duty in any capacity, or been employed in any public office? If so, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever had any experience which, in your opinion, particularly fits you for the police service? If so, state the same fully.

When were you born? Give month, day and year.

Where were you born?

Have you ever served in the volunteer militia? If so, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, for whom and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

In your opinion, what particular qualities should a good policeman possess?

Give your reasons for wishing to become a member of the police force.

Third Subject:

1. Write in figures the following number: —

   Twenty thousand six hundred five.

   Write in words the number expressed by the following figures: — 6,010

2. Add the following column: —

$287.54
195.87
349.63
101.25
246.80
328.42

3. If a man's yearly income is $1,200, and he spends $20 a week, how much can he save in one year? *Give the work in full.*
4. How many hogs can be bought for $1,076.25, if each hog cost $5.25? *Give the work in full.*
5. What will $8\frac{2}{3}$ pounds of tea cost at 66 cents a pound? *Give the work in full.*
6. How many quarts of milk, at 7 cents a quart, will pay for 35 pounds of sugar at 5 cents a pound? *Give the work in full.*

Fourth Subject:

* Questions relating to the duties of a police officer, definitions of crimes, descriptions of legal papers, statutory law, etc.

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* Each applicant for police service in any city will be examined upon definitions of crimes, descriptions of legal papers, and the duties of the office for which he applies, and he is entitled to receive from the Board of Examiners a pamphlet containing the necessary information, after filing his application.

PHYSICAL EXAMINATION.

Schedule B — Class 3.

I, [Write your full name.] , hereby declare that the answers to the following questions relating to my personal and family health, history, habits and antecedents, are true to the best of my knowledge and belief, and that I am the person described in the following record of examination.

The Applicant will fill out this portion of the blank.

What is your occupation?
Do you use tobacco? If so, in what manner, and how much do you use in a week?
Do you drink intoxicating liquors? If so, how frequently?
Have you any disease now?
What diseases have you had during the last seven years?
Do you know of any hereditary disease in your family?
If your parents, brothers, or sisters, or any of them, are dead, of what disease did they die?
Have you ever had any fracture or dislocation?
Have you ever received any injury to the head or spine?
Are you subject to piles?
Have you been vaccinated?
Have you ever had rheumatism?

Certificate of Examining Surgeon.

* Circumference of chest after forced expiration, ; after full inspiration, .	
Are there any indications of disease of the organs of respiration or their appendages?	
Are there any indications of disease of the heart or of the blood vessels?	
Is the sight good?	
Is the applicant color blind?	
Is the hearing good?	
Has the applicant varicose veins or varicocele?	
Has the applicant hernia?	
Is the applicant flat-footed or has he any other malformation or disease of the feet?	

* There should be a difference of two inches at least at forced expiration and on full inspiration.

Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?	
* Does the applicant display any evidence of having or having had syphilis?	

* Syphilitic taint or obesity must be regarded as good cause for rejection.

The stature should not be below 5 ft. 7 in., in bare feet, nor the weight below that marked as its minimum accompaniment.

HEIGHT. Feet.	Inches.	MIN. WEIGHT. Pounds.
5	7	135
5	8	140
5	9	145
5	10	150
5	11	155
6	-	160
6	1	165
6	2	170
6	3	175

Minimum circumference of the chest allowed.

HEIGHT. Feet.	Inches.	CHEST. Inches.
5	7	33½
5	8	34
5	9	34½
5	10	35
5	11	35½
6	-	36
6	1	36½
6	2	37
6	3	37½

REMARKS.

I hereby certify that I have this day examined and find that he is, by actual test, feet inches in height, in bare feet, and weighs pounds without clothing, and that he is of a robust constitution, and, in my opinion, is physically qualified to perform the duties of a policeman in the city of

, *City Physician.*

189 .

Schedule B — Class 3.

District Police. — Inspection Department.

First Subject:

The answers to the questions on this sheet will be marked under two heads, — Experience, and Clearness and Correctness of Statement. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

If there is anything else in your experience which may tend to show your fitness for the position of Inspector in the District Police Force, state the same fully.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Second Subject:

Copying printed matter, thus showing handwriting and accuracy in copying.

Third Subject:

1. Write in figures the following number: —
   Fifteen million four thousand fifty-one.
   Write in words the number expressed by the following figures: — 6,201,504
2. Add the following column of figures: —

131,042
275,634
187,965
98,325
346,424
764,326

3. Add together $2\frac{7}{15}$, $4\frac{5}{9}$, $3\frac{1}{6}$. *Give the work in full*, using the lowest common denominator. Give the answer in mixed numbers.
   Multiply $25\frac{2}{7}$ by $3\frac{1}{3}$. *Give the work in full.*
4. Add together 201.23, 36.5 and .693; divide the sum by 4, and subtract 18.59896 from the product. *Give the work in full.*
5. How many square yards are there in a plot of ground 165 feet long and 150 feet wide? *Give the work in full.*
6. How many cubic feet will there be in a tank 16 feet 3 inches long, 9 feet 6 inches wide and 6 feet deep? *Give the work in full.*

Fourth Subject:

Questions on the following subjects: Ventilation, sanitary plumbing, guarding machinery, safety devices on elevators, modes of egress in case of fire, devices and appliances for extinguishing fire, employment of women and children.

SCHEDULE B — CLASS 3.

Detective Force of District Police.

First Subject:

Write a letter, addressed to the Civil Service Commissioners, stating in detail what has been your experience. If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it. *Sign the letter with your number, not your name.*

Second Subject:

1. Write in figures the following number: —
   Fifteen thousand seven hundred one.
   Write in words the number expressed by the following figures: — 10,010
2. Add the following column of figures: —
   26,954
   17,683
   10,857
   18,642
   25,395
   32,963
3. If a man should buy a lot of land for $20,000, and sell it for $18,775, how much would he lose by the transaction? *Give the work in full.*
4. If 35 hogs cost $394.45, what is the cost of each hog? *Give the work in full.*
5. When eggs cost 35 cents a dozen, what is the cost of 648 eggs? *Give the work in full.*
6. What will 45 pounds of sugar cost at $8\frac{1}{3}$ cents a pound? *Give the work in full.*

Third Subject:

Copying printed matter, thus showing handwriting and accuracy in copying.

Fourth Subject:

Questions relating to crimes, criminal processes, legal papers and methods of procedure which officers must know about in the prosecution of criminal cases.

PHYSICAL EXAMINATION.

SCHEDULE B — CLASS 3.

Name, Age,

Residence,

Circumference of chest after forced expiration,

* Circumference of chest after full inspiration,

Is the respiratory murmur clear and distinct?

Is there any indication of disease of the organs of respiration?

Is the action of the heart regular?

State the quality of the respiration.

State the quality of the pulse.

† Is the sight good?

† Is the hearing good?

Has the applicant hernia or varicose veins?

Has the applicant ever been vaccinated?

Has the applicant ever had a fracture or dislocation, or any serious injury to the eyes, ears or limbs?

Has the applicant piles or *fistula in ano?*

Has the applicant any tendency to constitutional disease, such as phthisis, rheumatism, etc.?

‡ Does the applicant display any evidence of having or having had syphilis?

The stature should not be below 5 ft. 7 in., in bare feet, nor the weight, without clothing, below that marked as its minimum accompaniment. §

HEIGHT. Feet.	Inches.	MIN. WEIGHT. Pounds.
5	7	135
5	8	140
5	9	145
5	10	150
5	11	155
6	-	160
6	1	165
6	2	170
6	3	175

Minimum circumference of the chest allowed.

HEIGHT. Feet.	Inches.	CHEST. Inches.
5	7	33½
5	8	34
5	9	34½
5	10	35
5	11	35½
6	-	36
6	1	36½
6	2	37
6	3	37½

REMARKS.

* There should be a difference of two inches, at least, at forced expiration and on full inspiration.

† In examining the sense of sight, not only shall the general conditions of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

‡ Syphilitic taint in the applicant must always be regarded as good cause for rejection.

§ Obesity must be regarded as good cause for rejection.

I hereby certify that I have this day examined
and find that he is, by actual test, feet inches in height, in bare feet, in ordinary dress, and weighs pounds, without clothing, and that he is of a robust constitution, and, in my opinion, is physically qualified to perform the duties of a district police officer.

Medical Examiner.
District.
189 . County.

SCHEDULE B — CLASS 4.

Police Force of Boston.

First Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

Second Subject:

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

Write a letter to the mayor of Boston, giving as complete an account as possible of your school experience; also of the various occupations in which you have been engaged since you began to earn your own living, the firm or corporation by whom employed, and the length of time at each service.

Have you ever done police duty in any capacity, or been employed in any public office? If so, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever had any experience which, in your opinion, particularly fits you for the police service? If so, state the same fully.

When were you born? Give month, day and year.

Where were you born?

Have you ever served in the volunteer militia? If so, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, for whom and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

In your opinion, what particular qualities should a good policeman possess?

Give your reasons for wishing to become a member of the police force of Boston.

Third Subject:

1. Write in figures the following amount: —
   Ten thousand five dollars and two cents.
   Write in words the number expressed by the following figures: — 9,002

2. Add the following column: —

$1,865.43
3,459.12
1,865.42
999.85
2,394.12
1,164.10

3. A man paid $4,162.50 for a farm, $137.50 for drainage and $250.75 for repairs; he then sold it for $4,850.50. What was his profit by the transaction? *Give the work in full.*

4. A ten-dollar bill was given to pay for 18.4 pounds of coffee at $0.325 per pound. What change should the purchaser receive? *Give the work in full.*

5. How much coffee at 39 cents a pound can be bought for $27.56? *Give the work in full.*

6. What will 220 pounds of sugar cost at $7\frac{2}{5}$ cents a pound? *Give the work in full.*

Fourth Subject:

* Questions relating to the duties of a policeman, as prescribed by the Board of Police.

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* Each applicant for police service will be examined upon definitions of crimes, descriptions of legal papers, and the duties of the office for which he applies, and he is entitled to receive from the commissioners a pamphlet containing the necessary information, after filing his application.

PHYSICAL EXAMINATION.

Schedule B — Class 4.

I, [Write your full name.] , hereby declare that the answers to the following questions relating to my personal and family health, history, habits, and antecedents, are true to the best of my knowledge and belief, and that I am the person described in the following record of examination.

The Applicant will fill out this portion of the blank.

What is your occupation?
Do you use tobacco? If so, in what manner, and how much do you use in a week?
Do you drink intoxicating liquors? If so, how frequently?
Have you any disease now?
What diseases have you had during the last seven years?
Do you know of any hereditary disease in your family?
If your parents, brothers, or sisters, or any of them, are dead, of what disease did they die?
Have you ever had fits?
Have you ever had any fracture or dislocation?
Have you ever received any injury to the head or spine?
Are you subject to piles?
Have you been vaccinated?
Have you ever had rheumatism?

Certificate of Examining Surgeon.

Are there any indications of disease of the organs of respiration or their appendages?	
Are there any indications of disease of the heart or of the blood vessels?	
Is the sight good?	
Is the applicant color blind?	
Is the hearing good?	
Are the functions of the brain and nervous system in a healthy state?	
Has the applicant varicose veins?	
Has the applicant hernia?	
Is the applicant flat footed or has he any other malformation or disease of the feet?	

If the applicant has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or other abdominal organs, or the skin, eyes, ears, limbs, etc.	
Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?	
* Does the applicant display any evidence of having or having had syphilis?	

* Syphilitic taint or obesity must be regarded as good cause for rejection.

Remarks.

I hereby certify that I have this day carefully and thoroughly examined the above-named applicant, and find that he is sound in limb and body, is able-bodied, of robust constitution, has good eyesight and good hearing, and in my opinion is physically qualified to sustain the labors and exposures, and perform the duties of a policeman in the city of Boston, and that the above is a truthful record of the examination.

Asst. City Physician.

189 .

Examination in Development and Strength.

Applicant for Policeman of Boston.

	Measurement.	Per Cent.	Weight.	Product.
Age, weight,				
Height, ft. in.				
Sitting height, ft. in.				
Girth, waist, . A.			5	
Girth, waist, . B.			4	
Girth, waist, . C.			2	
Girth, chest, . A.			1	
Girth, chest, . B.			2	
Girth, chest full, C.			1	
Girth, chest full, D.			2	
Depth of chest, A.			1	
Depth of chest, B.			2	
Depth of chest, C.			3	
Depth of abdomen, A.			5	
Depth of abdomen, B.			4	
Depth of abdomen, C.			1	
Girth, R. thigh, . .			1	
Girth, L. thigh, . .			1	
Girth, R. calf . . .			1	
Girth, L. calf, . . .			1	
Girth, R. upper arm,			1	
Girth, L. upper arm,			1	
Girth, R. forearm, .			1	
Girth, L. forearm, .			1	
Muscular condition,			4	
Development, ...				

The stature shall not be below 5 feet 8 inches, in bare feet, nor the weight below 140 pounds, naked.

All measurements shall be made on the bare body.

The examiner is called upon to pay special attention to the annexed schedules in determining the fitness of the applicant.

HEIGHT. Feet.	Inches.	CIRCUMFERENCE OF CHEST. Inches.	HEIGHT. Feet.	Inches.	WEIGHT. Pounds.
5	8	34	5	8	140
5	9	34½	5	9	145
5	10	35	5	10	150
5	11	35½	5	11	155
6	–	36	6	–	160
6	1	36½	6	1	165
6	2	37	6	2	170
6	3	37½	6	3	175
6	4	38	6	4	180

	Strength Tests.	Per Cent.	Weight.	Product.
Capacity of lungs, . . .			3	
Strength of lungs, . . .			2	
Strength of back, . . .			3	
Strength of legs, . . .			4	
Strength of upper arm, H. P. . .			5	
Strength of forearm, R. L. . .			3	
Pectorals, ...			1	
Traction pull, ...			3	
Dumb bells, ...			3	
Abdominal muscles, . . .			3	
Adductors, ...			1	
Agility, ...			4	
			35	
Strength, ...				

	Per Cent.	Weight.	Product.
Development, . .		1	
Strength, . . .		2	
		3	
General physical condition, . . .			

Remarks.

I hereby certify that I have this day of , 189 , carefully and thoroughly examined the above-named applicant, and that the above is a truthful record of such examination.

Physical Examiner.

Schedule B — Class 5.

Draw-tender of Bridges.

First Subject:

The answers to the questions on this sheet will be marked under the head Experience. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

How long have you followed that trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

Have you ever been a draw-tender or assistant draw-tender? If so, state when, where, for how long, and, if you have left the position, why you left it

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you had any other experience which, in your opinion, fits you for the position you seek? If so, state the same fully.

Can you pull and manage a row-boat?

Are you an expert swimmer?

Do you hold a State license as an engineer? If so, what is the date of it?

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

What is the date of your birth?

Where were you born?

Second Subject:

1. Write in figures the following number: —
   One thousand five hundred and sixty-three dollars and fourteen cents.
2. Write in words the number expressed by the following figures: — 14,368
3. Add the following column of figures: —

1,792
3,467
1,823
3,119
427
2,236

4. From 21,315 subtract 19,678. *Give the work in full.*
5. Divide 4,968 by 23. *Give the work in full.*
6. Multiply 726 by 54. *Give the work in full.*

Third Subject:

Questions relating to the duties which draw-tenders are called upon to perform.

Schedule B — Classes 6 and 7.

Foremen and Inspectors.

First Subject:

The answers to the questions on this sheet will be marked under the head Experience. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where, how long and by whom you were employed last, the kind of work, and why you left that work.

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned, and how long you worked at each.

If there is anything else in your experience which may tend to show your fitness for the position you seek, state the same fully.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you ever been foreman or sub-foreman in charge? If so, state when, where, how long and for whom you worked, and the kind of work.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Second Subject:

1. Write in figures the following number: —
   One thousand five hundred sixty-three.
   Write in words the number expressed by the following figures: — 12,207
2. Add the following column of figures: —
   1,743
   876
   1,427
   3,764
   998
   2,507
3. Suppose you have under you 36 men at $1.75 per day; a rain-storm prevents them from working the last half day. What will be the amount of their pay for that day? *Give the work in full.*
4. If you have a pile of 10,000 bricks, and take away 7,550 of them, how many will be left? *Give the work in full.*
5. When stone is worth 88 cents a yard, how many yards can be bought for $37.85? *Give the work in full.*

Third Subject:

Foremen and inspectors in the water department.

Questions on trench work, pipe-laying, measurements and materials.

Third Subject:

Foremen and inspectors in sewer department.

Questions relating to the different kinds of sewers, the preparation and use of cement and other materials, and trench work.

Third Subject:

Foremen and inspectors in the department of streets, parks, cemeteries and public grounds.

Questions on street, road and sidewalk building, cart measurement, grade-stakes, etc.

Fourth Subject:

Foremen and inspectors in all the departments except the street cleaning and sanitary departments.

Questions on ledge work, and the care and use of explosives.

Fifth Subject:

Foremen and inspectors in the department of streets, parks, cemeteries and public grounds.

Questions on drainage.

Schedule B — Class 6.

Sub-foreman of Laborers.

First Subject:

State your occupation during the past ten years, the names and residences, so far as you remember, of your employers during that period.

Have you ever been foreman or sub-foreman in charge? If so, state when, where, and under whom you worked, and the kind of work in which you were employed.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you ever done any ledge work, or had the handling or care of explosives? If so, state when, where and for how long.

[On these statements the applicant is marked for experience only.]

Second Subject:

1. Write in figures the following: —
   One hundred and sixty-three dollars and twelve cents.
2. If you receive 23 loads of gravel one day, 34 loads the next, and 17 loads the next, how many loads will you then have in all? *Give the work in full.*
3. If you have $45 and pay out $27 for rent and other expenses, how much will you have left? *Give the work in full.*

4. If a cubic yard of stone costs 88 cents, how many yards can be bought for $39.60? *Give the work in full.*
5. What wages, at $1.75 per day, would be due a laborer, he having worked an entire week of six days, except one half day? *Give the work in full.*

Third Subject:

Questions relating to general work: the use of tools, reading grade-stakes, tallying, etc.

Fourth Subject: (Not obligatory.)

Questions on ledge-work: the tools used, care and use of explosives, etc.

Schedule B — Class 7.

Building Inspectors.

First Subject:

The answers to the questions on this sheet will be marked under two heads, — Experience, and Clearness and Correctness of Statement. *Any false statements made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Did your present or last employer sign a recommendation for you upon your present application? If not, why not?

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

If there is anything else in your experience which may tend to show your fitness for the position of Building Inspector, state the same fully.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Second Subject:

Copying printed matter, thus showing handwriting and accuracy in copying.

Third Subject:

Arithmetic.

Fourth Subject:

Questions relating to brick and stone masonry, carpentry and iron work.

Fifth Subject:

Knowledge of construction as shown by drawing plans to scale.

SCHEDULE B — CLASS 8.

Engineers, Janitors and Persons having Charge of Steam Boilers and Furnaces in the School Buildings in the City of Boston.

First Subject:

The answers to the questions on this sheet will be marked under the head EXPERIENCE. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

If there is anything else in your experience which may tend to show your fitness for the position you seek, state the same fully.

When were you born?

Where were you born?

Have you ever had the charge or care of any building, public or private? If so, state the kind of building, its size, where located, and how long you had the charge or care of it.

Have you had any experience in taking care of furnaces or heating apparatus? If so, state when and where, the kind of building heated, how long you were so employed, and what kind of heating apparatus was used.

Do you now hold a State license as an engineer or fireman? If so, give class and date of license.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Second Subject:

Arithmetic: Six questions, including addition, subtraction, multiplication, division, and the reading and writing of numbers.

Third Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

Fourth Subject:

Questions relating to the care and handling of furnaces, gas, water supply, etc., ventilation and sanitary matters.

[Each applicant for appointment to a position as engineer is required to exhibit a license from a State Inspector of Steam Boilers.]

[Each applicant for appointment to a position as janitor of a school building where steam heat is used will be required to exhibit a license from a State Inspector of Steam Boilers.]

Schedule B — Class 9.

The Fire Service of Cities other than Boston.

This examination is similar to that of Schedule B, Class 2, — the Fire Service of Boston.

SCHEDULE B — CLASS 10.

Truant Officers of Boston.

First Subject:

Copying printed statement.

Spelling.

Second Subject:

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

State how long you have resided in this city, and what your occupation has been since you began to earn your living.

If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it.

State also any experience you have had in the superintendence of others, either in public or private business.

If you are familiar with any foreign language, state what language it is, and whether you can read, write and speak it.

Write not less than ten lines. Do not sign your name.

Have you ever been employed as a public officer? If so, state what office you held, when, where, how long you served, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

When were you born? Give month, day and year.

Have you ever served in the army or navy of the United States, either in time of peace or war? If so, how long did you serve and in what capacity, and did you receive an honorable discharge therefrom?

Have you ever served in the volunteer militia? If so, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever had the handling of men, either in public office or private employment? If so, state how many and in what kind of work.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

What particular qualities should a man possess in order that he may become an efficient truant officer?

Third Subject:

Arithmetic, including addition, subtraction, multiplication and common fractions.

Fourth Subject:

Letter writing.

Schedule B — Class 11.

Janitors of School Buildings in Cities other than Boston.

An examination similar to that given for Schedule B, Class 8.

Schedule B — Class 13.

Divisions of the Civil Engineering Force.

Division A, or rodmen: To include chainmen, rodmen and all assistants under whatever designation, except draughtsmen, whose maximum pay does not exceed the rate of $800 per annum.

Division B, or instrument men: To include transitmen, levellers and all assistants under whatever designation, except those covered by divisions A and E, and whose maximum pay does not exceed the rate of $1,100 per annum.

Division C, or assistant engineers (junior grade): To include engineers and surveyors in responsible charge of work and engineers in charge of designing, whose maximum pay does not exceed the rate of $1,600 per annum.

Division D, or assistant engineers: To include all engineers whose pay exceeds the rate of $1,600 per annum.

Division E, or draughtsmen: To include all assistants whose duties are chiefly drafting, and whose pay does not exceed the rate of $1,300 per annum.

Schedule B, Class 13, Division A (Rodman).

Handwriting.
Spelling.
Arithmetic, — including common and decimal fractions, square root, mensuration of surfaces.
Algebra, — to and including the solution of simultaneous equations of the second degree.
Geometry, — general properties of plane triangles, simple problems in geometrical construction, mensuration of surfaces and solids.
Tracing and lettering.
Education and experience.
Duties of rodman.

Schedule B, Class 13, Division B (Instrument Man).

Handwriting.
Spelling.
Education and experience.
Algebra, — to and including the solution of simultaneous equations of the second degree.
Geometry, — general properties of plane triangles, problems in geometrical construction, mensuration of surfaces and solids.
Plane trigonometry, — trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms.
Duties.
Plotting and lettering.

Schedule B, Class 13, Division C (Assistant Engineer, Junior Grade).

Education and experience.
Algebra.
Geometry.
Trigonometry.
Duties.
Engineering theory.
Materials for construction.

SCHEDULE B, CLASS 13, DIVISION D (ASSISTANT ENGINEER, SENIOR GRADE).

Education and experience.
Trigonometry.
Engineering theory.
Materials (except for surveyors).
Sewer design,
Bridge design, or
Surveying.
} One of these, according to position examined for.

SCHEDULE B, CLASS 13, DIVISION E (DRAUGHTSMAN).

Spelling.
Handwriting.
Education and experience.
Arithmetic.
Algebra.
Geometry.
Trigonometry.
Duties.
Tracing.
Plotting.
Drawing.

SPECIAL INSTRUCTIONS TO EXAMINERS.

The gentlemen designated as members of a Board of Civil Service Examiners will meet as soon as practicable, and organize the Board, choosing a chairman and secretary.

On receiving notice of such organization, the commissioners will forward to the secretary of the Board the application blanks, copies of the rules and regulations, and such other books, documents and papers as may be needful.

The commissioners will also send notices for insertion in local newspapers (as a matter of news), informing all who may be interested that application papers can be obtained of the secretary of the Board.

Each person filing an application blank should be furnished also with a copy of the rules and regulations.

When an application paper is presented by an applicant in person, the secretary should examine it at the time, if he can do so conveniently, and, if it is properly filled out, he should note upon the back, in ink, the date and hour when received. If it is not properly filled out, the attention of the applicant should be called to the fact, and he should be directed to have the application paper corrected.

If an incomplete application paper is received by mail, it should be returned to the applicant, accompanied by a notice to correct the same.

At each meeting of the Board the applications which have been received since the previous meeting should be carefully examined by the members, or a majority of them, and, if found satisfactory, should be numbered serially in the order in which they are received. They should be entered in the record of applications, in the order of their numbers.

The Board will reject any application which shows that the applicant is not, by reason of age, lack of citizenship, proper period of residence, etc., entitled by the law, rules and regulations to an examination; and it must be returned to him with a brief statement of the reasons for such action. A blank form will be furnished for this purpose.

All application papers will be received, if in proper form. Should any be received for positions in the service of the Commonwealth, or another city, they must be forwarded to the commissioners.

When, in the opinion of a majority of the Board, the three certificates as to character are not considered sufficient, by reason of the signers thereof not being reputable persons, the application paper shall be returned to the applicant, who shall be requested to furnish additional certificates.

When the application is for examination for the police service, the secretary of the Board will furnish the applicant with a copy of the book of instructions for police applicants, *and make note of having done so on the application paper.*

When, in the opinion of the Board, it is thought desirable to hold an examination, the secretary will notify the Civil Service Commissioners, and suggest a convenient time for such examination.

On receipt of authority from the commissioners, the secretary of the Board will send notice of such examination to each applicant.

Attention is called to Rule XVII., which gives precedence in notification, under certain circumstances, to those who served in the army or navy in time of war.

Examination blanks will be sent or brought to the Board before an examination is to take place; but they are not to be opened until the Board meets in the examination room on the morning of the examination day, and great care must be taken that they be kept in a secure place until that time.

When all are seated, one of the Board will take from each applicant the notice he has received to attend the examination.

The package of examination papers will then be opened, and each applicant will be given a numbered envelope and a declaration paper; upon the latter are printed questions concerning his name, age, former occupation, service in the army or navy in time of war, etc. These are to be answered in writing, and the writer will sign his name at the bottom of the sheet. This is the only time during the examination when the applicant will be allowed to affix his signature to a paper. After completing the declaration paper, he will fold and enclose it in the numbered envelope which has been given him, and then seal the envelope.

The number on the envelope will be his examination number, and he must write it upon each succeeding paper in the blank space left for that purpose.

It will be well to inform the applicants that they are to be examined in certain subjects, and state the order in which the subjects will be given out.

The envelopes are not to be opened until after all the examination papers have been marked and graded.

In examinations where one of the exercises consists of writing from dictation and spelling, all the applicants will work at the same time. In the other exercises they may consult their own convenience as to rapidity.

As a rule there will be no general recess during the examination hours; but any applicant may be allowed, for sufficient reason, to leave the room at any time when he has finished one set of questions and delivered the paper to one of the Board. No succeeding questions shall be given him, however, until his return.

It is advisable that the full Board of Civil Service Examiners be present at each examination; but a majority of the Board may conduct an examination in case of the disability or necessary absence of the other members.

At all times when an examination is in progress, one of the Board must be present.

Order and decorum should be preserved in the examination room, and visitors can be admitted only by invitation of one of the Board. No visitors shall be allowed to inspect the questions or answers, or procure for publication anything relating to them or the work of any applicant.

To obtain the best possible results, applicants whose natural nervousness is increased during examination should be made to feel as much at ease as possible. To do this will require great discretion on the part of members of the Board; and nothing will defeat this object so quickly as the knowledge, on the part of applicants, that they are observed, or that their work is being scrutinized by those not officially in charge.

Applicants should be cautioned not to use any books of reference or memoranda for the purpose of assisting their memories. Any one detected in doing so may be dismissed from the examination room. The same penalty will be enforced if one applicant attempts to assist another, by conversation or otherwise, in answering the questions given him.

Members of the Board should give the applicants general explanations only, and these should be limited to methods of procedure.

After an examination, all the papers should be taken charge of by the secretary of the Board.

Members of local boards are cautioned against furnishing information to any person in relation to the examinations, except in the general way prescribed in the rules.

All unused examination papers are to be returned to the commissioners the day after the examination.

As soon as practicable after completing the marking and grading of the papers, the secretary of the Board will send a certificate to each person who was examined, if he passed the examination, stating the standing which he obtained, as shown by the marking, and whether or not he is entitled to be recorded on the eligible list.

In the general regulations adopted by the commissioners will be found information as to marking and grading, and the enrolment in the proper register of the names of those found eligible for appointment.

The chief examiner or one of the commissioners will be present at the examination whenever it is practicable to do so.

More specific rules for marking the examination papers will be issued hereafter.

Necessary expenses incurred by members of the Board for stationery, postage and actual travel, will be allowed by the commissioners.

Whenever it appears to the Board of Examiners that the position to be filled requires special qualifications, and that the regular course of examination for that branch of the service would not meet the case, they will notify the commissioners of the facts, and ask for instructions as to the special course to be pursued. When the advice or assistance of experts is necessary, the Board will so inform the commissioners, and suggest the names of suitable persons who would be willing to aid them.

HENRY SHERWIN,
Chief Examiner.

FORMS FOR APPOINTING OFFICERS.

[The following forms are furnished for the information and convenience of officers making appointments to positions in the classified service of the Commonwealth and the cities thereof. They are furnished merely by way of suggestion, and not as forms prescribed by law to be strictly followed.]

Form for Nomination, by a Mayor, of Police Officers—Probationary Term.

I hereby nominate, subject to the approval and confirmation of the Board of Aldermen, , to be a police officer of the city of , with all the powers of a constable except the power of serving and executing civil process, to hold said office for a probationary period of six months, as provided in the civil service rules of the Commonwealth, unless sooner discharged.

Form for Nomination, by a Mayor, of Police Officers—After Probationary Term.

, having served as a police officer for a probationary period of six months, and his conduct and capacity having been found satisfactory, I hereby nominate, subject to the approval of the Board of Aldermen, said ; to be a police officer of the city of , with all the powers of a constable except the power of serving and executing civil process.*

Form of Warrant for Police Officer appointed for Probationary Term.

This is to certify that has been appointed a police officer of the city of , with all the powers of a constable except the power of serving and executing civil process, said appointment being made under the civil service rules of the Commonwealth for a probationary term of six months, beginning on the day of A D. 18 .

* In cities where the ordinances provide that appointment shall be made for a limited time, it would be well to add, "to hold office for the term and according to the tenure prescribed by the laws and ordinances."

Form of Warrant for Police Officers appointed after Probationary Term.

This is to certify that , having served a probationary period of six months, as required by the civil service rules of the Commonwealth, has been appointed a police officer of the city of , with all the powers of a constable except the power of serving and executing civil process.*

Form of Notice to Persons, other than Police Officers, appointed for a Probationary Term.

This is to inform you that, under the provisions of the civil service rules, ha selected you for appointment to the position of in the for a probationary term of six months from the date when you begin service. Should your conduct and efficiency during such probationary term prove satisfactory, you will, at its close, receive a regular appointment; otherwise your appointment will cease. The salary attached to such position is at the rate of $.

This conditional appointment does not preclude prompt discharge from service at any time during such probationary term, in case of misconduct or inefficiency.

A prompt reply is requested, stating whether this appointment is accepted, and giving the earliest date when you can present yourself for service.

Notice to Persons, other than Police Officers, appointed after Probationary Term.

Your conduct and capacity, during the probationary term of six months, having been found satisfactory, you are hereby appointed a in the department [or office] at a salary of $, beginning on the day of , A.D. 18 .

Notice to Persons whose Conduct or Capacity has not proved Satisfactory during the Probationary Term.

I have to inform you that your conduct [or capacity] during your employment in department as , for a probationary term of six months, has not been found satisfactory, and that, in accordance with the terms of your original appointment, as prescribed in the civil service rules of the Commonwealth, your employment in said department will cease on the day of , A.D. 18 .

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* See note to second form.

INSTRUCTIONS TO APPLICANTS AND ELIGIBLES.

A person desiring to be examined for a position in the classified service should file an application on the prescribed blank, and a form for that purpose can be obtained at the office of the commissioners, room 152, State House, Boston, or of the secretary of the local board of examiners in the city where he lives.

Applications for the service of the Commonwealth and of the city of Boston should be filed in the commissioners' office, Boston; if for service in any city other than Boston they should be filed with the secretary of the board of civil service examiners in such city.

There are no regular times for holding examinations, and no definite information can be given as to when the next examination for any particular branch of the service will be held, but applications will be received at any time, and notice of the time and place of examination will be seasonbly sent to each applicant. If unable to attend the first examination after applying, the applicant will, upon satisfactory explanation, be notified to attend the next examination.

Non-competitive examinations are not given when it is practicable to establish an eligible list by competition, and they are never held at the request of an applicant.

The commissioners cannot furnish information as to the course of preparation which applicants should follow (except as shown by the specimen examination papers printed in their report), nor can they answer inquiries in relation to cases which are not before them for decision, or decide, except in the cases of actual applicants, questions respecting the application of the rules. Particular answers cannot be given to inquiries which are answered herein, directly or by implication.

Notice will be sent by mail to each examined applicant of the result of his examination as soon after the examination as it is practicable to do so.

The names of persons who have passed the required examination will remain on the eligible list one year from the date of their certificate, unless dropped therefrom after certification three times, or removed from said list for cause; and they may be continued on the list for a second year upon *written request* to the commissioners.

Any person possessing the required qualifications may file a new application after the expiration of six months from his educational examination, *and not earlier;* provided that, if his name be upon the eligible list, it shall be withdrawn therefrom upon the filing of his application.

Applicants for clerical service whose names have been placed on the eligible list in Class 2 of Schedule A may also, *upon request in writing*, have their names placed on the eligible list for positions in Class 1 of Schedule A, with the same standing.

Applicants for clerical service in the departments of the Commonwealth whose names have been placed on the eligible list may, *upon request in writing*, have their papers marked by the local board of examiners of the city in which they reside, and their names placed on the eligible list for service in the departments of such city, and *vice versa*.

Persons whose names have been placed on the eligible list in Class 1 of Schedule B (prison service), and who have been certified for appointment, will be subjected to a physical examination if the appointing officer so requests.

The relative standing of any applicant as compared with that of others on the same eligible list may be changed by the addition of names of persons who have obtained higher standing at some more recent examination, and the time of the examination is not considered in making certifications.

Eligibles are certified in the order of their grade, and nothing can help and nothing can hinder their certification for appointment in the order of eligibility as prescribed by the civil service rules.

The commissioners are unable to answer inquiries as to vacancies in the service, salaries, prospects of certification, appointment or promotion. They know nothing of vacancies until requested to certify names for filling them, and it can only be generally said that the highest mark possible is 100, the lowest which gives eligibility is 65, and that the nearer the applicant's mark is to 100 the more likely it is that his name will be reached for certification. It is wholly uncertain, therefore, when an applicant's name may be reached for certification, and it is useless to speculate on what his chances may be.

Applicants will save the commissioners and themselves time and trouble by carefully reading the foregoing and preserving it for reference.

Very respectfully,

WARREN P. DUDLEY,
Secretary.

INDEX.

INDEX.

A.

PAGE

Act, civil service 55-69
amendments of 8-13, 61-72
Age of persons examined 6, 23
limit of 77-79
of female applicants for positions in Schedule A 77
of applicants for positions in Schedule B 77-79
of call substitutes for examination 78
Aids to Fire Marshal 76
Alderman, recommendation of 56, 80
Amendments to rules 8-13, 94-98
Applicants, complaints to be made in writing 100, 107
character of 77
eligible one year 83, 106, 171
instructions to 171
may be required to furnish additional certificates of character 77
may be given certificate of standing 84
may inspect their examination papers 100
must obtain 65 per cent. 82
must prove good character 77
must present themselves promptly for examination 101
qualifications of 76-79
residence and citizenship 76
when excluded from examination and from the eligible list 77, 81
when entitled to a hearing 77
Application 59, 79-81
date of reception 81
defective applications returned 81
false statements in 81
form of 79, 116-120
may be made at any time 79, 171
must be on blank form 79
must be supported by certificates of good character, etc. 80
must be under oath 59, 79
new application after six months 81, 172
not received from any vender of intoxicating liquor, or person habitually using intoxicating beverages to excess, or any person convicted of any offence against the laws within the year 56, 76
not received from same person for more than two classes, except veterans . 96
of veterans 80, 121
papers must remain on file 108
received for two classes 96
statements contained in 59, 79
when defective, will be returned 81

Application — *Concluded.* PAGE
where filed 79, 80, 171
where special qualifications are required may be made by non-residents . . 76
Appointed, but not employed 11, 12, 97
Appointing officers cannot receive or consider recommendations made by senators and others, except as to character and residence of applicants . . . 56, 80
forms for 169
may summon applicants before them 86
must return papers 86
must select from those certified 84
request for further certification of person 85
to be furnished with the examination papers of persons certified . . . 86
to report temporary appointment 60, 88
to send notice of selection, rejection, transfer, promotion, etc. . . . 60, 87, 88
Appointments 6, 7, 23, 32, 33
after dismissal 88
after previous service 88
can be made only in accordance with rules 85
in cases of emergency 88, 92
must be reported 60, 87, 88, 110
no person shall be appointed without requisition 84
number of veterans . . . 6, 7, 23, 32, 36, 37, 40, 42, 43, 45, 49, 50, 52, 54
permanent 87
probationary 87
provisional 86, 88
responsibility for 73
shall not be affected or influenced by political or religious opinions or affiliations 82
temporary service 88
temporary, without examination, for not more than ten days 88
to be made from names certified 65, 84
when less number made than requisition calls for 107, 110
Assessments for political purposes 56, 57
Attorney-General may file information 69

B.

Boards of examiners 60, 73, 100, 113-115
names 113-115
regulations for 100
special instructions 165
Boston police promotion 90
Boys in labor service classified 12, 98, 109

C.

Call men, Boston fire department 63, 78, 81
Cambridge labor service 7, 40-42
Certificates, persons examined may have, of marking 84
Certification 84, 85, 106
additional names 85
by reason of proficiency in any special subject 84
confined to three highest 84
disqualified for 107
method of 106, 107
more than three times 85
of veterans who have passed examination 84

Certification — *Concluded.* PAGE
of three most eligible persons 84
of persons of one sex 85
soldier exemption law 65, 66, 79, 83
soldier preference 58, 65, 66, 84, 85
three times 85, 106, 107
to fill more than one vacancy 107
upon non-competitive examination 86
under exemption law 65
where special qualifications are required 84, 107
Character of applicants 77, 80, 108
burden of proof as to 77
certificates of 77
when found bad 77, 108
Chief examiner, appointment and duties of 60, 99
Chief superintendents 58
Chiefs of police 59
Citizens, applicants must be 76
City physician to make physical examinations 83
Civil engineers 76, 162
divisions of 162
Civil service act and amendments 55-69
Classification of service 74
Clerical assistance, commissioners may apply to the proper authorities . . 74
Clerks, promotion of 89
Commissioners, cannot advise as to vacancies, etc. 108, 172
expenses of 60
how appointed 55
may appoint chief examiner and secretary 60
may subdivide classes 11, 96
may summon witnesses 61
names and addresses 112
salary of 55
shall keep records of all proceedings 60
term of service 55
to prepare rules 55
to report to General Court 56
to supervise and administer the rules 56
Compensation of examiners 100
Complaints may be made to commissioners 100, 107
Condition, physical, failure in 102
Conduct, criminal or infamous 77, 108
Contributions for political purposes 56, 57
Conviction of offence against the laws within the year 56
Councilman, recommendation of 56, 76

D.

Deaths to be reported 87, 88
Deputy superintendents 76
Discharges, to be reported to the commissioners 60, 87, 88, 111
of laborers for cause 111
responsibility for 73
Dismissal, appointment after 88, 93
Dismissals to be reported 60, 87, 88, 111
Disqualifications 56, 76, 108, 111
Dissolute habits of applicants 77, 108

PAGE
District police 75, 78, 144
age 78
examination for 144-148
height 78
Draughtsmen 76, 164
Draw-tenders and assistant draw-tenders 75
examination for 154

E.

Education of persons examined and passed 6, 23, 32
Elections, office-holders forbidden to use their official authority 57
Eligibles, may be continued on list 83, 97, 106, 171
in Schedule A, Class 2, may also be placed in Class 1 . . . . 106, 172
instructions to 171
list open to inspection 65
persons may remain two years on eligible list 83, 106
priority of date no advantage 106, 172
prison service, names may be placed on other list 106
register of 83, 106, 110
State eligibles may be placed on list of city in which they reside and *vice versa* 172
when may be removed from list 81, 82
Emergency, definition of 88
appointments must be reported within five days 88, 92
temporary appointments 88
Engineers of school buildings in Boston 61, 75, 87
in labor service classified 12, 98
other cities 76
Everett labor service 7, 49
Examinations 5, 17-21, 24-34, 82
appointing officer to be furnished with papers of persons certified . . . 86
applicants must obtain 65 per cent. 82
applicants must present themselves promptly 101
commissioners may apply for temporary quarters 74
competitive 5, 17, 101
exclusion from, on account of bad character, etc. 77, 108
for promotion 5, 102
how conducted 101
in cities other than Boston and in towns 18-21
in technical or special subjects 82, 107
marking in 83
no new examination while remaining on eligible list 83
no questions as to political or religious opinions 59, 82
no regular times for holding 171
non-competitive 5, 17, 34, 88, 102
notice to appear for 81, 171
number of 5, 17-21, 24-34
number of persons examined, passed and appointed 5, 6, 21-23, 32
of persons not classified 93
on technical or special subjects 82
papers to be furnished to appointing officers 86
papers must remain on file 108
physical 83
shall be practical and impartial 59
special 5, 17, 82, 103
special non-competitive 82, 103

Examinations — *Concluded.* PAGE
specimens of papers 124-164
subjects of 82
tabulated statements of 24-33
time and place for, to be designated by commissioners 82
to test physical condition 83, 101
to be practical 59
veterans notified first 81
when and where held 82
Examiner, physical 101, 113
Examiners, boards of 60, 73, 100, 113
compensation of 100
duties of 100
names of 113-115
regulations for 100
special instructions to 165
who become applicants must vacate office 101
Executive Council, confirmation by 58
Exemption of veterans from examination 65, 80, 83
Exemptions from classification 58
Experts designated to assist at examinations 73
Extension of classification 62

F.

False statements in application papers 81, 108
Fire service of Boston 64, 75, 78, 101, 102
applicants measured in bare feet and weighed naked 79
age, height, weight 78
age of call substitutes 78
call force 63, 78, 81
call men certified on educational standing 102
call substitutes 78
failure in physical condition 102
minimum height 64
permanent substitutes 78, 81
physical examination of 83
promotion 89
weight given in physical examination 102
Fire service, cities other than Boston 75
age, height, weight 79
of Somerville 67
Foremen and sub-foremen of laborers 75, 90
examination for 155-158
service extended to State departments 9, 95
Forms for appointing officers 169

G.

General average standing, must obtain 65 per cent. 82
General regulations 99
Governor, veto message of 70-72
Grading 83, 104

H.

Health, when ill health or physical disability may disqualify 107
Height of applicants for positions in Schedule B 77-79

I.

PAGE
Information may be filed by Attorney-General 69
Inspectors 74, 75, 127, 128, 144, 155, 158
Instructions to applicants and eligibles 171
to examiners 165
Investigations, commissioners may summon witnesses 61

J.

Janitors of school buildings in Boston 61, 75, 87, 90
Judicial officers, exemption 58

L.

Laborers and mechanics 7, 35-54, 64, 68, 90, 109
age limit recognized 66, 92
boys in service classified 12, 98, 109
employed as boys 109
Cambridge 7, 40-42
certificates for special service 109
certificates not received from appointing officer unless, etc. 91, 109
city must appropriate a sufficient sum 90
commissioners may refuse to register 109, 110
commissioners may require physical examinations 91
discharge for cause 37, 41, 44, 47, 50, 53, 111
Everett 7, 49
in cities 64, 68
may register at any time 7
method of registration 91, 109-111
must produce certificates as to character and capacity 91, 109
must be citizens and residents six months 76
name restored to register 11, 97, 111
New Bedford 7, 43-45
Newton 7, 46-48
not to be employed in labor other than that for which certified . . . 92, 98
number registered, certified and appointed 35-54
number of veterans registered and appointed 35-54
preference of veterans 91, 92
registrar of 63, 109
registration, selections, etc. 68, 91, 92, 109-111
reinstatement 93
requisitions for 91, 110
requisitions for young men 66, 92
restored to register 111
selection from certified list 92
selection in cases of emergency 92
special regulations 109
suspension for six months 92
tabulated statement 35-54
transfer of 13, 98
veterans must produce certificate of service in army or navy 91
veterans, registration and employment of 91, 92, 109
when allowed to register 7, 68
when discharged or incompetence, etc. 111

Laborers and mechanics — *Concluded.* PAGE
when failed to respond after notification 110
Worcester 7, 51-54
Law, civil service 55-69
act for better enforcement of 69
amendments of 55-69
Liquor, no application received from a person habitually using, to excess . . 56, 76
city shall not pay for 57
use of 56, 57, 76
venders of 56, 76
Lord, Arthur, resignation as commissioner 5

M.

Marking and grading 83, 103-105
Mechanics and laborers 7, 35-54, 68, 90, 109
Medal of honor 66, 80
Message of Governor 70-72
Messengers 8, 9, 75, 87, 94
service extended to state departments 9
Metropolitan park police, qualifications 96
Military service, restoration after 68
Moral qualifications 76, 77, 108, 109

N.

New application, when can be filed 81
New Bedford labor service 7, 43-45
New examination not allowed during eligibility 83
Newton labor service 7, 46-48
Non-competitive examinations 5, 17, 34, 86, 102
Non-residents, when may be examined 76
Notice of selection, appointing officer to send 60, 87, 88, 110

O.

Office boys 8, 94
Office-holders forbidden to use their official authority and influence in certain cases 57
Offices not classified 58, 93
not included in rules, applicants may be examined 93
Official authority, corrupt use of 56, 57

P.

Penalty for violations of rules 61, 67
Permanent appointments after probation 87
Physical examinations, commissioners will provide for 83, 91
by whom made 83, 101, 102
blanks 133, 138, 140, 143, 147, 151, 153
condition shall not fall below 65 per cent. 102
condition, failure in 102
defect, physical 110
for State Prison and Massachusetts Reformatory applicants 102
how marked 102
incapacity 110
Physical examiner 101, 113

PAGE
Plumbing inspectors, examination for 5, 34
Police of Boston 75, 78, 90, 101, 102
applicants measured in bare feet and weighed naked 79
applicants who fail in physical examination 102
age, height, weight 78
failure in physical condition 102
promotion 90
weight given in physical examination 102
Police of other cities, age, height, weight 78
special police 75, 86
to include all doing police duty, permanently or temporarily 75
Politics not to be revealed in examinations 59
Porter, Hon. Charles H., appointed commissioner 5
Preference, veteran 58, 65, 66, 84, 85
Prison service, names of eligibles may be placed on other list 106
minimum height and weight 77, 96
when physical examination required 102, 172
Probation 58, 87
original appointments 87
Promotion 58, 89
Boston police force 90
clerks 89
fire department 89
in classes other than Boston police 89
to be reported to commissioners 60, 87
veteran preference 58, 65, 66, 84, 85
Provisional appointment 86, 88

Q.

Qualifications 76, 77
moral 76, 77, 108, 109
physical 83, 101, 102
special 84
Quo warranto, Attorney-General may file 69

R.

Reappointment 88, 93
to same office without examination 88
Recommendations from senators and others, except as to character and residence, cannot be received or considered by appointing officers 56, 80
Reduction in rank 73
Refreshments, wines, liquors, cigars, etc. 57
Register of eligibles 83, 106, 110
Registrar of labor 63, 109, 112
Registration of laborers, special regulations 109
Regulations, commissioners to issue 73
laborers 109
Religious belief not to be revealed in examinations 59
Removals, responsibility for 73
to be reported to commissioners 60, 87, 88, 111
Report of secretary and chief examiner 17–34
Reports, appointing officer to report appointments, transfers, etc. . . 60, 87, 88, 111
appointing officer to report every temporary appointment 88
Representative, recommendation of 56, 80

PAGE
Request, by appointing officer, for further certification of person 85
Requisition to be made 84
for names of veterans 84
for laborers 110
how filled 84, 110
when unable to fill 86, 110
Reserve police 6, 9, 12, 95, 97
Residents, applicants must be 76
Resignation, appointment after 88
must be reported 60, 87, 88
Restoration to list 11, 12, 97
Rodmen 76, 162, 163
Rules, given general or limited application 58
may be altered or rescinded 56
penalty for violation of 61
prepared by commissioners and approved by Governor and Council . . 55, 56
publication of 59
shall be published and printed for distribution 59

S.

School committee, appointments by 61, 62, 75, 76, 87
School janitors in Boston 61, 75, 87
Secretary, appointment and duties of 60, 99
report of 17–34
Selection, method of 86, 107, 110
to be made from names certified 65, 84
Senator, recommendation of 56, 80
Soldiers' exemption 65, 80, 83
preference 58, 65, 66, 84, 85
Somerville fire department 67
Special examinations 82, 103
Special police 75, 86
Special qualifications 84
Special regulations, laborers 109
Special subject, applicants must obtain 65 per cent. 82, 107
certification by reason of proficiency in 84
Statements, false 81, 108
Stenographers 75
examination for 130
Strength tests 101, 102
blanks 140, 153
Subdivision of classes 11, 96
Subscription for political purposes 56, 57
Substitute officials 86
Superintendents and assistants 76
Supernumerary officials 86
Surveyors classified 10, 96
Suspensions 92

T.

Teachers exempted 58
Technical subjects, examination in 82, 107
Temporary service, appointment for 88
provisional appointment for 88

PAGE
Towns, provisions of civil service act extended to 62, 95
Transfers 89, 97
of laborers 13, 98
of policemen 89
upon non-competitive examination 12, 97
Transitmen 76, 162
Truant officers in Boston 62, 76, 79
age of 79
examination of 161

V.

Vacancies, method of filling 84, 106, 107
no advice as to 108, 172
Venders of intoxicating liquors cannot apply 56, 76
Veterans exempt from examination 65, 80, 83
application 121-123
Clause 1 of Rule XXIX. not to apply to 85
certification of 84
labor service, number registered and employed . . 7, 35-40, 42, 43, 45, 49-54
meaning of word veteran 65, 79
not to be removed without a hearing 66
number appointed without examination 6, 23
number examined, passed and appointed 6, 23
of Spanish war 70-72
physical impairment 65
precedence in notification for examination 81
preference in appointments 58, 65
preference in promotions 58
requisitions for 84
Veto by Governor . . . . . [illegible]
Violations of civil service law and rules . . . . . [illegible]
Visitors 8, 94
Vouchers of character 80, 109

W.

War, restoration to public service 68
Watchmen 75, 130
Wines, liquors, etc., city shall not pay for 57
Witnesses, commissioners may summon 61
Worcester labor service 7, 51-54